

EVENT PLANNING LOGISTICS 101 FOR PROJECT LEADERS

Compiled based on the results of the 2019
granting year's Project Leaders' survey

LOOK FOR THE HELPERS

Seek out the help of
community members you
know you can rely on for
help with your project.



CONSIDER THE TIMING

Consider what other events
in the community might be
happening, but don't try to
find a "perfect" time. There
will always be someone who
cannot attend.



BUDGET CREATIVELY

Seek out discounts or look
at the dollar store for craft
and party supplies on a
budget .



PLAN FOR RAIN

Don't let the rain spoil your
fun. Have a plan for what
you will do if it rains: A
raincheck day, a tent, or an
indoor location.

