

Project/Event Planner

This specific event is relatively small in scale, so the majority of the planning happens within a month of it.

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Event Overview

Event Name:	Snacks and Laughs
Date:	February 28 2020
Time of Event:	Lunch
Location(s):	Glendora Highschool, Room 230
Description:	This event will include inviting GHS students to watch funny videos to de-stress, and also make some healthy snacks together. Students will participate in a plant based "chopped", which will help to educate them on easy ways to incorporate sustainable and environmentally friendly foods into their daily meals.
Purpose:	Expand the impact of our club, educate students on sustainable eating and tips on balancing school and wellness (de-stressing, healthy snacks). Combining mental wellness with environmental awareness
# of Anticipated Guests:	20
Special Guests:	
Materials Needed for Event:	Projector and computer for videos Food items for healthy snacks: hummus, tortilla wraps, vegetables: carrots, celery, Cooking items: cutting board, refrigerator, microwave
Estimated Cost/Budget:	(for food) -- \$20 Promotional flyers- Free (school print shop allows us to copy and

	print them with permission from ASB)
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Monday

Activity	Person Responsible	Due Date
Create and print or email save-the-date cards, invitations, and related materials (i.e. map, etc).	serena	
Get permission from Culinary Arts Teacher	n/a	
Put up the flyers around school, contact morning announcements	emma	
Promotional Social Media Post #1	sarah	

Wednesday

Activity	Person Responsible	Due Date
Order the Food from local grocery store (confirm what we will be buying)	n/a	
Share funny video files with room 230	Sara Moses	
Promotional Social Media Post #2	Sarah	

24 Hours Before the Event

Activity	Person Responsible	Due Date
Confirm that Culinary Room is open	n/a	
Make Sure store has food in stock.	Emma & mary (mary buys plastic silverware and plastic tablecloth and green decorations for party)	
Test Projector in room 230	serena	
Promotional Social Media post #3	Sarah	

Day of the Event

Activity	Person Responsible	Due Date
Pick Up food from store	Emma picked it up the day before	
Get name tags	Emma	
Set up Culinary Room during lunch	n/a	
Set up room 230 during lunch	All of the team	
Send Out reminder to attendees	serena	
Collect contact information of attendees (email addresses so we can send more information about sustainable eating and wellness habits)	Sarah	

1-3 Days After the Event

Activity	Person Responsible	Due Date
Send Thank You emails to attendees	Sarah	
Complete written evaluation of the event with suggestions for future events.	Serena and emma	
Coordinate event story and photographs with Social Media Manager.	Sarah	
Add images to the website.	Serena	
Write up a description about the event for the website.	Mary writes and she edits	