

Get Active Now Worksheet (Facilitator Version)

GOAL (What do you want?): _____

TARGET(s) (Who can give this to you?): _____

MESSAGE(s) (What do they need to hear?): _____

TIMING/MEDIUM (When do we message/How?): _____

MESSENGER(s) (Who will they listen to?): _____

SCOPE	DETAILS
1. Scope of Your Event	<ul style="list-style-type: none">» Define Your Event and Goals» Have Staff or Volunteers Assist You With Event Planning» Select the Best Date for Your Event» Create an Event Fact Sheet and Timeline» Refer to Web Resources on Event Planning
2. Estimated Event Budget	<ul style="list-style-type: none">» Determine Funding and Create an Event Budget
3. Possible Venue	<ul style="list-style-type: none">» Find an Appropriate Venue for Your Event» Confirm Your Venue. See if Permits are Required, etc.
4. Printed/Web Materials Needed Marketing Needed	<ul style="list-style-type: none">» Find a way to advertise/ broadcast your event and draw people to take notice» Materials Creation/ Distribution Timeline and Guidelines
5. Event Program	<ul style="list-style-type: none">» Use Event Planning Tools and Worksheets» Brief Your Event Sponsor and Provide Speaking Remarks as necessary.
6. Follow-Up Details	<ul style="list-style-type: none">» Evaluate Your Event» Finalize the Billing, if any

Event Lead: _____

Get Active Now Worksheet

GOAL (What do you want?): _____

TARGET(s) (Who can give this to you?): _____

MESSAGE(s) (What do they need to hear?): _____

TIMING/MEDIUM (When do we message/How?): _____

MESSENGER(s) (Who will they listen to?): _____

SCOPE	DETAILS
1. Scope of Your Event	
2. Estimated Event Budget	
3. Possible Venue	
4. Printed/Web Materials Needed Marketing Needed	
5. Event Program	
6. Follow-Up Details	

Event Lead: _____