

Section II: Event Organizer

Duplicate or download this form to help plan and organize programs and events.

Name of event: _____ Proposed date: _____

Who is the target audience? _____

What is the educational goal/long-term intended outcome? _____

Does this activity support the K-State Research and Extension mission
and faculty member's Action Plan?

Yes No

Are there potential partners/collaborators? Sponsors who share the same goal? If so, who?

Have they been contacted?

Yes No

Is there a best time to schedule this program or event? If so, when? _____

Have you checked the school and community calendar to avoid conflicts? Yes No

Have you reserved a meeting room or facility? Yes No

If yes, do you have a confirmation? Yes No

Have you confirmed the date and time with key participants? Yes No

If yes, note date and time _____

What is the presentation method/style?

One or more K-State Research and Extension educators Yes No

Panel discussion Yes No

Guest speaker or facilitator Yes No

Other? _____ Yes No

List names and contact information for key participants:

Is there a cost associated with the event? Budget determined? Yes No

Who will be paying the bill? _____

Is registration required? Yes No

If yes, who will handle the process? _____

Will you need technical support? Yes No

If yes, who will help? _____

Have you practiced the presentation? Yes

Will you have handouts?	Yes	No
Who will produce the handouts? _____		
What is the prep deadline? _____ # of copies _____		
Are volunteers needed?	Yes	No
Have they been contacted?	Yes	No
Provided instructions/training?	Yes	No
Reconfirmed?	Yes	No
Do you need judges?		
Have they been contacted?	Yes	No
Provided instructions/training?	Yes	No
Reconfirmed?	Yes	No
Promotional Strategies:		
Have you filled out a News Organizer ?	Yes	No
Have you included the information in your local newsletter?	Yes	No
Advised the local/regional newspaper(s)?	Yes	No
Advised the local /regional radio stations?	Yes	No
Advised the local /regional television stations?	Yes	No
Contacted other potential audiences, such as school groups, financial or community service providers?	Yes	No
Contacted the News Media Services unit for news consultation?		
Ag and hort calendar listing? Yes No		
If a larger project, a marketing plan?	Yes	No
Have you provided free registration/conference materials to the media?	Yes	No
Offered to set up interviews with key participants?	Yes	No
Other: Collaborated on advertising beyond news?	Yes	No
Door prizes?	Yes	No
Food provided or sold?	Yes	No
Who is managing kitchen/food sale? And are they trained?	Yes	No
Child care?	Yes	No
Is there a bad weather plan in place?	Yes	No

Have you consulted the K-State Research and Extension Risk Management Checklist for activities sponsored by K-State Research and Extension on pages 4-5, and Crisis Management Planning Form (KSU 833) on pages 7-8 of the Risk Management booklet included in Event-in-a-Box.
