

# Sample Event Planning Checklist

## 6 - 12 Months Before

- Inform the Champions Team of your interest in planning an event at [Champions@lpfch.org](mailto:Champions@lpfch.org)
- Form a planning committee
- Select an event date and venue
- Create an event budget
- Research vendors and get quotes for catering, entertainment, decoration, printing, & photography
- Create an invite list
- Begin developing print collateral (save-the-dates, invitations, flyers, signage, etc.)
- Establish a marketing and social media plan
- Check out our resources at [ChampionsLPCH.org/Resources](http://ChampionsLPCH.org/Resources)
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## 3 - 6 Months Before

- Begin monthly committee status meetings
- Submit requests for sponsorships and underwriters
- Submit print collateral to Champions Team for approval
- Sign contracts with vendors
- Order awards, prizes, and giveaways
- Secure permits and insurance
- Mail save-the-dates
- Create your Champions fundraising Page
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## 2 Months Before

- Follow up with potential sponsors and underwriters
- Host a walk-through at event site with planning committee
- Send press release to Champions Team for approval
- Recruit event-day volunteers
- Invite media to attend
- Mail invitations
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## 1 Month Before

- Schedule deliveries for special equipment and rentals
- Establish layout and/or assign seats
- Draft Master of Ceremonies script
- Draft event-day schedule
- Print signage
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## 1 Week Before

- Confirm guest count and menu with caterer
- Go through schedule and event logistics with planning committee
- Host volunteer training
- Confirm equipment and rental delivery plans and event-site logistics
- Follow up with media for event-day coverage
- Pack for event day
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## Event Day

- Arrive early to oversee setup for equipment and rentals
- Set up registration area
- Set up and test audio/visual equipment
- Conduct mock run-through
- Check in with volunteers, caterer, entertainment, media, and any other outside parties
- Have fun! You've worked long and hard for this!
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## Wrap-Up

- Count all donations, and transmit within 14 days to Lucile Packard Foundation for Children's Health
- Return borrowed materials and equipment
- Share articles, media coverage, and photos with the Champions Team
- Send a "thank you" message to donors and participants
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Lucile Packard  
Children's Hospital  
Stanford

Champions  
for Children