Top 8 Do’s and Don’ts in Event Planning

✓ DO know who your partners are and what responsibilities are given to each
✓ DON’T reinvent the wheel – recruit experts to be partners

✓ DO understand your partner’s expectations for the event
✓ DON’T assume their expectations are the same as yours

✓ DO have a lead coordinator and committee
✓ DON’T carry the equal partners idea so far that no one can make decisions

✓ DO write down goals that all partners agree to
✓ DON’T hesitate to remind everyone of the agreed upon goals

✓ DO develop a publicity plan.
✓ DON’T forget to keep the media informed as plans develop

✓ DO be inclusive – recruit new volunteers, invite participation
✓ DON’T recruit only the usual community activists to participate

✓ DO select events that are realistic to accomplish
✓ DON’T try to achieve quantity over quality

✓ DO involved elected officials in planning – not just when you need money.
✓ DON’T forget to include elected officials in media coverage, proclamations, ribbon cuttings, etc.