



#64010

Step Up to Leadership

Event Planning Optional Focus Area

Skills Checklist

Member's name: _____

Planning and organizing are skills that youth can practice within their leadership activities. Planning events can involve the youth from the initial planning stages, to promotion and marketing of the event, to actually facilitating a session with others. Have your leader initial and date each skill as completed.

	Date Completed	Approved By
1. With your leadership mentor, develop your personal goals for the year.	_____	_____
2. Determine what event you will work on	_____	_____
3. Develop a plan of action for carrying out your leadership responsibilities. Use Plan of Meetings and Activities (#91612) or develop your own planning form. Attach to your project record book.	_____	_____
4. Attend planning committee meetings	_____	_____
5. Serve on a specific committee for event	_____	_____
6. Complete at least three of the following responsibilities:	_____	_____
Assist with promotion of event	_____	_____
Assist with development of a brochure to promote event	_____	_____
Assist with development of event program	_____	_____
Assist with development of evaluation tool for event	_____	_____
Assist with audio/visual needs at event	_____	_____
Introduce speakers and guests at event	_____	_____
Facilitate a small group meeting or activity at event	_____	_____
Assist with recruiting volunteers to help at event	_____	_____
Assist in recruiting participants for event	_____	_____
Assist with securing sponsors or funds for event	_____	_____
7. (Optional) Add your own responsibility:	_____	_____
8. (Optional) Add your own responsibility:	_____	_____
9. (Optional) Add your own responsibility:	_____	_____

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