

Teen Life Event Planner

Event: (ie. Soup Kitchen)

Date:

Location of Event and (and Directions if applicable):

Contacts: (ie. the name and contact info. for event or volunteer coordinator at the Soup Kitchen or Bristol)

St. Pat's Adult Mentor: (Contact Info. for Adult Mentor)

Time Table

3 Months Before Event.

Collect details about the event. Find out the name of the contact person (ie. person at Soup Kitchen or Bristol). Speak to the contact person about what steps are necessary to organize a volunteer group on a certain date at their location. Ask them for what they require. Set the date. Email details to Adult Mentor for feedback. Is there an age limit for volunteers? Consider volunteer age limits. Parishioners who do not have teens may want to participate with younger children. Is the event open to younger children? If so, do younger children need a parent present in order to participate?

2 Months Before Event

Post information about event on Teen Life Webpage. Send out a save the date announcement to parish. Email details to Adult Mentor for feedback.

How long will the event take? ie. half day between hours of ___ and ____.

Determine what will be needed for the event and Create a SignUp Genius for teens and parishioners to sign up and volunteer for the event. Have a link to the Sign Up genius posted on Teen Life Website.

Create a task list with a deadline for task completion. What materials are required?

For instance, for Soup Kitchen you may need adult volunteers to drive to the Soup Kitchen. On a Sign Up Genius Form you would have a spot for Adult Drivers to volunteer and a section for Students to volunteer. If making posters, you know you need poster board, markers etc. If helping with Food Drive, you will need to make signs for food categories, have paper and pens for an inventory list. Do you need a committee to help you and can you assign tasks to people you know are interested in participating in the event?

Ask your Adult Mentor for advice on what may be needed.

1 Month Before Event

Market your Event with an Announcement at Mass, Posters, Facebook, Group Me etc.

Send reminder emails with link to your SignUp Genius Form to parish.

Send a reminder email to the Contact Person at the location of the event to confirm details for the event.

Week Before

Repeat your marketing efforts with a full force push of your event as described above.

Is weather a factor for the event and do contingency plans need to be made?

Do you need to send out directions? Do you need to send out an email reminding volunteers what to bring?

At the Event

Encourage participants to take some photos and submit best to you, but assign someone to take photos.

After the Event

Send a thank you email to those who volunteered. Send thank you email to the contact person at the location and to the Adult Mentor.

Send best photos of event to be posted on Teen Life Bulletin Board and webpage.

At the next Teen Life meeting be prepared to tell the group about the event. Report any suggestions for improvement for next year.