

## Event checklist

- **Brainstorm your event.** Gather a group of individuals to determine an appropriate and engaging event for your community, parish, school, classroom, etc. For inspiration, check out some of our [past events](#) and our list of event ideas!
- **Confirm event details.** Once the idea is solidified, confirm the date, time and location of the event and other logistics, such as seating, technology (if hosting a panel presentation) and promotional opportunities. If the event is large-scale (i.e., block party, 5K walk/run), you may be required to attain a city permit.
- **Confirm attendance of any honorary guests** (i.e., sisters) that will be playing an important role at the event as a presenter or guest(s) of honor.
- **Compile an invitation list.** If personal invitations are required, compile a list and include guests' mailing address and/or email depending on how you plan to invite attendees. Be sure to compile the list well in advance of the event date.
- **Create a customized NCSW branded invitation** using the NCSW invitation template. Include all of the event details and, if relevant, call attention to your website and/or social channels that you plan to use to provide event updates leading up to the event day.
- **Distribute invitations.** Send out a customized NCSW-branded invitation to raise awareness of your event. Depending on the type of event, be sure to distribute invitations well in advanced of the event. If the event has capacity limitations or requires a headcount for meals, please ask invitees to RSVP.
- **[Create your event](#) on the NCSW [calendar event page](#)!**
- **Promote, promote, promote!** Determine all of the channels of communication to promote your event: website, social media channels, an article in the church bulletin, email or newsletter, hanging posters, distributing flyers, word-of-mouth, etc. Remember, we have planning resources that include posters, logos and other promotional materials to make promoting your event as easy as possible.
- **Evaluate news hook and media opportunity.** If a local reporter or journalist would be interested in your event, extend an invitation one week in advance. Check out this year's NCSW news release as a starting point in your media outreach efforts.
- **On the event day, make the memories last a lifetime by taking photos!** Take photos to document the fun and share them on social media (use the [#NCSW hashtag](#)) and publish them in a bulletin or newsletter as a follow up article.