

Event Planning Checklist

- Set Goals: How many people do you want to attend, or set a fundraising goal.

Pick a date: Pick a date far enough in advance to give you time to prepare and spread the word. Consider major holidays that may conflict with or help the event, such as a Halloween bake sale or costume contest benefiting LBBC during Breast Cancer Awareness Month.
- Budget: Estimate the cost of food and beverage, printing, mailing, location and decorations based on the estimated attendance. Try to get as much as you can donated!
- Location: Find a a location that meets your riteria. Try local galleries, restaurants, American Legions, churches or schools. Some may event be willing to donate the space.
- Promote your event: Invite everyone you know by utilizing social media, Evites, e-mail or snail mail! Create flyers or posters and ask your friends and family to help distribute them

Build an Event Committee

An Event Committee can help with planning your event. Utilize your committee's networks and connections to make your event more successful.

Find Your Social Butterfly

There is one in every group. Who do you know who knows everyone and is comfortable reaching out to their connections to build attendance or have things donated?

Find a Connection

1 in 8 women are diagnosed with invasive breast cancer in their lifetime. Find someone to help you who is dedicated to the cause and will be able to represent LBBC's mission.