

Planning Specific Events

1. Determine needs

Gather and prioritize data relevant to the participants' issues, concerns, and problems and the sphere that influence them.

2. Analyze

Select some programming possibilities for meeting the surfaced needs.

3. Set objectives

State the focus and purpose of each event planned. Indicate the target group and the desired outcome of the program.

4. Assess resources

Survey the resources in the community or parish that will be of help in meeting your goals. Brainstorm the possibilities, sort out ideas, and choose directions.

5. Organize

Plan all details of each event, set up committees, define responsibilities, set time lines, and answer the questions Who? What? Where? When? And How?

6. Publicize

Successful events are well-publicized ones. Plan a program's publicity carefully, using the resources available. Who receives the information is as important as when they receive it.

7. Evaluate

Planners should check the effectiveness of the event by reviewing the goal statement. Written reports for each event should be kept on file. Keep a record of everything. This will help planners from one program to the next.