



Event-in-a-Box

Section II: Event Organizer

Duplicate or download this form to help plan and organize programs and events.

Name of event: _____ Proposed date: _____

Who is the target audience? _____

What is the educational goal or long-term intended outcome? _____

Does this activity support the K-State Research and Extension mission and the faculty member's Action Plan? Yes No

Are there potential partners, collaborators or sponsors who share the same goal? If so, who? _____

Have they been contacted? Yes No

Is there a best time to schedule this program or event? If so, when? _____

Have you checked the school and community calendar to avoid conflicts? Yes No

Have you reserved a meeting room or facility? Yes No

If yes, do you have a confirmation? Yes No

Have you confirmed the date and time with key participants? Yes No

If yes, note date and time _____

What is the presentation method/style?

One or more extension educators Yes No

Panel discussion Yes No

Guest speaker or facilitator Yes No

Other? _____ Yes No

List names and contact information for key participants:

Is there a cost associated with the event? Yes No

If yes, have you established a budget? Yes No

Who will be paying the bill? _____

Is registration required? Yes No

If yes, who will handle the process? _____

Will you need technical support? Yes No

If yes, who will help? _____

Have you practiced the presentation? Yes No

Will you have handouts?	Yes	No
Who will produce the handouts? _____		
What is the printing deadline? _____ # of copies _____		
Are volunteers needed?	Yes	No
Have they been contacted?	Yes	No
Provided instructions/training?	Yes	No
Reconfirmed?	Yes	No
Do you need judges?		
Have they been contacted?	Yes	No
Provided instructions or training?	Yes	No
Reconfirmed?	Yes	No
Promotional Strategies:		
Have you filled out a News Organizer (Start Spreadin' the News file)?	Yes	No
Have you included the information in your newsletter?	Yes	No
Advised the local/regional newspaper(s)?	Yes	No
Local/regional radio stations?	Yes	No
Local/regional television stations?	Yes	No
Contacted other potential audiences, such as school groups, financial service or community service providers?	Yes	No
Have you contacted the K-State Research and Extension news unit (785-532-5806) for news consultation?	Yes	No
Ag and hort calendar listing?	Yes	No
If a large project, have you contacted the marketing unit (785-532-1160) for a marketing plan?	Yes	No
Have you provided free registration/conference materials to the media?	Yes	No
Offered to set up interviews with key participants?	Yes	No
Other: Collaborated on advertising beyond news?	Yes	No
Door prizes?	Yes	No
Food provided or sold?	Yes	No
Who is managing kitchen/food sale?	Yes	No
And are they trained?	Yes	No
Child care?	Yes	No
Is there a bad weather plan in place?	Yes	No
Have you consulted the K-State Research and Extension Risk Management Checklist? (Event-in-a-Box CD)	Yes	No
Are you familiar with the Crisis Management Planning Form KSU 833 (Risk Management file and Event-in-a-Box CD)	Yes	No