

# Event Planning Timeline



Event Stage	Checklist
<p><b>Pre- Event</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Select a school or organization, date, and event location (within your PMA)</li> <li><input type="checkbox"/> Enroll your event</li> <li><input type="checkbox"/> Open your kit and familiarize yourself with its contents</li> <li><input type="checkbox"/> Communicate with your school or organization to coordinate promoting your event</li> <li><input type="checkbox"/> Create a schedule for your event day to ensure proper staffing</li> <li><input type="checkbox"/> Promote your event on social media and utilize PR materials: <a href="http://www.forddrive4ur.com/program_materials">www.forddrive4ur.com/program_materials</a></li> </ul>
<p><b>Event Day</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Arrive before the start time to set up vehicle display, registration table, and any other components of your event</li> <li><input type="checkbox"/> Ensure all participants fill out both sides of their waivers and return them to the registration table</li> <li><input type="checkbox"/> Promote your event throughout the course of the day by posting photos and updates on social media and encouraging your volunteers and attendees to do the same</li> </ul>
<p><b>Post- Event</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Send waivers in to be processed</li> <li><input type="checkbox"/> Provide check payable and check delivery information via our Check Request Form: <a href="https://forddrive4ur.com/program_materials">https://forddrive4ur.com/program_materials</a></li> <li><input type="checkbox"/> Store reusable event kit items to be used for future events</li> <li><input type="checkbox"/> Complete the post-event survey</li> <li><input type="checkbox"/> Share the success of your event by posting on social media or reaching out to local news outlets</li> <li><input type="checkbox"/> Show us your event by uploading photos to our photo uploader: <a href="https://forddrive4ur.com/node/add/ugc">https://forddrive4ur.com/node/add/ugc</a></li> <li><input type="checkbox"/> Wait six to eight weeks after waivers are sent in to receive your check and <b>do not</b> share donation total with the school until it is confirmed by PHQ</li> </ul>

