

Public Service Community School  
 W.E. Stand - Women's Empowerment Club  
 Project/Event Planner

Event Name:	"Helping Homeless Women - Period." Feminine Hygiene Products Drive & Hygiene Kit Donations to support HOPICS (Homeless Outreach Program Integrated Care System)
Date:	January 13th - 31st
Location(s):	Diego Rivera Learning Complex
Description:	Three weeks of learning about homelessness and collecting donations to create hygiene kits and feminine hygiene products to a local community organization.
Purpose:	To provide feminine products and hygiene kits to homeless women in our community
Time of Event:	Workshop: Tuesday, Jan. 21 (11:15am - 12:50pm) Donation Drive: Every school day during lunch time
# of Guests:	TBD
Special Guests:	Representatives from HOPICS (Homeless Outreach Program Integrated Care System)
Materials Needed for Event:	Flyers/Posters - Publicity Facility request - Library, Student Cafeteria or MPR Audio/Visual Equipment for HOPICS presentation(s) Donation Boxes Supplemental Feminine Products and Hygiene Kit Materials

## 1-2 Months Before the Event

Activity	Person Responsible	Due Date
Establish planning group and appoint a lead team member.	Planning committee:	Dec 2
Hold planning meeting for event goals and details (How often? When? Where?).	Planning committee	Dec 2
Establish job responsibilities - consider publicity, spokesperson, photographer, greeters, runners, etc.	Planning committee	Dec 2
Determine funding and budget (are these school approved?).	Ms. Schwarz Patricia Ramirez	Dec 2
Reserve date on key attendees' calendars.	Ms. Schwarz Ms. Griffin Staycy Arroyo	Dec 2
Reserve event space - follow school protocol for reserving space and getting on school calendar.	Ms. Schwarz Staycy Arroyo	Dec 2
Determine date of event and reserve venue.	Ms. Schwarz Staycy Arroyo	Dec 2
Confirm speakers and speakers' needs.	Ms. Schwarz Staycy Arroyo	Dec 2
Determine guest list - gather contact information (Who are you inviting? How will they be contacted?)	Ms. Schwarz Ruby Garduno Melanie Beltran	Dec 2
Discuss communication and promotion strategy - how will you publicize and let the audience know?	Planning committee	Dec 2
Website: Add an 'Events' page on your Weebly site with information about your event.	Planning committee	Dec 2

Notes:

Planning Committee:

## 4 Weeks Before the Event

Activity	Person Responsible	Due Date
Create and print or email save-the-date cards, invitations, and related materials (i.e. map, etc).	Planning committee Jennipher Ramos Dayaana Ramos	Dec 16
Meet with Project Manager and Social Media Manager to discuss publicity.	Ms. Griffin Ms. Schwarz Ruby Garduno	Dec 16
Arrange for photographer.	Ms. Khraizat (PSCS) Kenya Gutierrez	Dec 16
Draft script or talking points for introducing speakers of workshops.	Ms. Schwarz Ms. Guzman (LAEP)	Dec 16
Work with Project Manager and Social Media Manager on copy for publicity (on your Weebly site and other channels). Tell LA Promise Fund/ Girls Buildstaff about your event! #GirlsBuild @lapromisefund	Ruby Garduno Kenya Gutierrez Melanie Beltran	Dec 16
Prepare event signage.	Jennipher Ramos Dayaana Ramos	Dec 16
Send electronic invitations.	Ms. Schwarz Ms. Guzman	Dec 16
Recruit volunteers to help with setup and clean-up on the day of your event.	Planning Committee	Dec 16

Notes:

## 1-2 Weeks Before the Event

Activity	Person Responsible	Due Date
Review staffing assignments for day of event. This includes volunteers helping with your event.	Ms. Guzman Ms. Schwarz	Dec 20
Meet on-site with operational staff: A/V, Wifi setup	Ms. Schwarz	Dec 20
Confirm arrangements with guest speakers.	Ms. Schwarz Ms. Guzman	Dec 20
Make announcements to all classrooms about donation drive	Planning committee	Dec 20

## 24 Hours Before the Event

Activity	Person Responsible	Due Date
Ensure tent, chairs, tables, stage, podium are in place.	Planning Committee	Jan 17
Send reminder email to your volunteers and guests.	Ms. Schwarz	Jan 17

## Day of the Event

Activity	Person Responsible	Due Date
Begin setup at least 2 hours before the event. This includes setup of chairs, tables, podium, food, water, check-in table, signage, etc.	Planning committee	Jan 21
Check audio/visual sound and lighting equipment.	Mr. Gonzalez	Jan 21
Place water at podium.	Jennipher Ramos	Jan 21

Notes:

## 1-3 Days After the Event

Activity	Person Responsible	Due Date
Write thank you notes to speakers, volunteers, staff and others as appropriate.	Jennipher Ramos Dayaana Ramos Staycy Arroyo Planning Committee	Jan 22-24 & Feb 3-5
Complete written evaluation of the event with suggestions for future events.	All Club Members	Jan 22-24 & Feb 3-5
Coordinate event story and photographs with Social Media Manager.	Ruby Garduno	Jan 22-24 & Feb 3-5
Make sure all vendors are paid.	Ms. Griffin Ms. Schwarz Ms. Guzman	Jan 22-24 & Feb 3-5
Add images to the website.	Ms. Schwarz Jose Rivera	Jan 22-24 & Feb 3-5
Write up a description about the event for the website.	Jose Rivera Ruby Garduno Melanie Beltran	Jan 22-24 & Feb 3-5

Notes: