# The Event Planning Template

1. Know what your event is going to be, so you know exactly what is going to happen.
2. Get a guaranteed date for the event.
   1. When planning in advance make sure you have a date that works for everyone involved.
   2. Have a backup plan just in case something comes up.
   3. But on the other hand, don’t change the date for small problems.
3. Have a guaranteed place for the event.
   1. When you're planning for events, confirm the place and time, so that there is no confusion.
4. Make sure you have resources for the event.
   1. Before the event have everything, you need, so that on the day of you don’t have to worry about getting materials.
5. Make sure you have enough chapter members to make the event successful.
   1. Your chapter is a team, it should not be one or two people running the event.
6. Make sure you have your advisor's support during the event.
   1. Just like before your chapter is a team, and that includes your advisors. There should be at Least 1 advisor for every 10 youth.
7. When your event is over, make sure clean-up is taken care of.
   1. Cleanness is one our 7 cardinal virtues. At the end of the event you want to pick everything up. The best thing to go by, is to leave the place better than you found it.