

EVENT PLANNING CHECKLIST



Three to Four Weeks Before Your Event

DEADLINE: _____

- Find a co-host or friend to help plan, if you choose to
- Develop your invitation list
- Design your invitations
- Email and/or mail your invitations to your guest list
- Request Earthjustice materials at earthjustice.org/event

Two Weeks Before Your Event

DEADLINE: _____

- Gather together RSVPs. Make a list of who is attending.
- Call/email those who have not sent a reply. Ask them if they plan to attend.
- Make a list of those who cannot attend to follow-up with after the party

One Week Before Your Event

DEADLINE: _____

- Buy snacks and drinks. Get your house or venue ready
- Send a reminder email to your RSVP list. Include the event date and location

Day of Your Event

EVENT DATE: _____

- Prepare your venue for guests
- Rehearse the flow of your event with any co-hosts or helpers
- Enjoy!

After Your Event

DEADLINE: _____

- Promptly submit event report and sign-in sheets at earthjustice.org/event. Mail membership donations to Ella Clarke at: [Earthjustice, 50 California St., Ste. 500, San Francisco, CA 94111](mailto:ella@earthjustice.org)
- Send a thank you email to your guests. Remind them of any next steps or action items.
- Send a follow-up email to those who did not attend. Let them know how they can get involved.