## We Hold These Truths

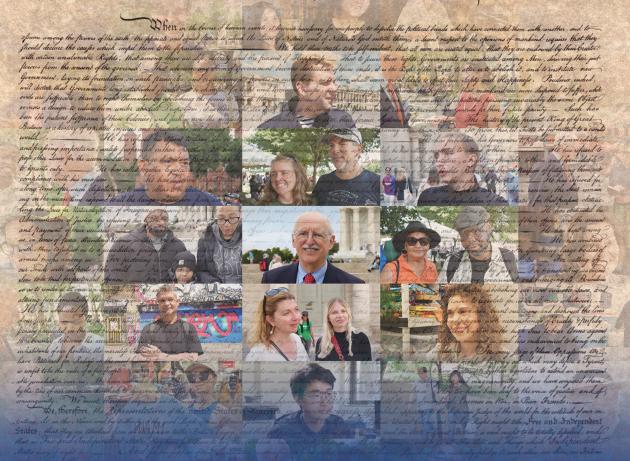
### The Global Quest for Liberty

And the Promise of America's Declaration of Independence

With Judge Douglas H. Ginsburg

IN CONGRESS, JULY 4, 1776.

The unanimous Declaration of the thirteen united States of America.



# Planning Guide





#### **Event Planning Checklist**

Use this basic checklist to assist your group in planning a successful event. Remember, we may not have all of the specifics that your event requires on this sheet, so brainstorm prior to starting your event planning to make sure everything gets covered!

Name of Event: Date:		SHOPPING Officer in charge:		
Location	:		<ul> <li>Silverware</li> <li>Plates</li> </ul>	
Event Ty	/pe:		<ul> <li>Napkins</li> <li>Cups</li> </ul>	
			<ul> <li>Decorations</li> <li>Cashbox</li> </ul>	
			<ul> <li>Speaker specific items/requests</li> </ul>	
BRAINS	TORMING		<ul> <li>Handouts Other:</li> </ul>	
	Do you need a speaker? FTCM can assist.		•	
	How many people do you need to make		•	
	the event happen?			
	How many people do you expect to attend?	2 WEEK	(S PRIOR	
_	Do you have the resources to make it happen?		Create any programs or fliers needed at	
_	Do you have the recourses to make k happen.		the event	
BUDGE	TING		Create press release or media alert, distribute	
	See sample budget planning sheet (attached)		to all media outlets	
_	ees campio saagot planning choot (attachea)		Follow-up with media outlets to try	
SCHED			securing an interview with group/	
Officer i	n charge:		organization president or speaker or	
	Talk with the appropriate room reservation		invite media to cover the event.	
	office			
	O What size room do you need?		(PRIOR	
	O What kind of tech needs do you have?		n charge:	
	O What can you afford?		Call reservations and make sure all details	
	, ,		are secured	
	Let Free To Choose Media know the date of		Call SAO and make sure all permits have been	
	your event (we will post on our social media)		signed and are completely ready to pick up	
	Call the reservation office back to confirm		Call speaker(s) and make sure travel	
	your date		arrangements are secured	
	Schedule a meeting to go over your tech		Download clip(s), discussion questions from	
	needs and room set-up		www.freetochoosenetwork.org - test them on	
	Have speaker email a bio and photo.		the equipment you plan to use	
	Schedule the travel arrangements for your		EVENT	
	speaker (if necessary), including a ride to and		n charge:	
	from the airport and/or hotel		Pick up speaker and get to venue site	
	Book hotels and/or make dinner reservations		Compile speaker requests in dressing room	
	for your speaker, if needed.		Arrive early for the event for set-up	
DEDMIT	S (see Student Handbook to determine if you need		Meet vendors at the event and assist with set-up	
any of the	ese permits for your event)			
	n charge:		•	
	Food permit filled out		Take photos Clean up, remember that your reserved location	
	Alcohol permit filled out		may have special clean up regulations	
	Tech/Video permit filled out		may have special clean up regulations	
_	Sales/fundraising permit filled out	AFTER	THE EVENT	
	Security scheduled	Officer in	n charge:	
	<b>,</b>		Send thank you notes to speaker and to	
ADVERTISING			volunteers who worked extra hard	
Officer in	n charge:		Send description of your event with	
	Postering		photos & captions to FTCN.	
	E-mailing		Do a post-event evaluation (see	
	Chalking		example attached)	
	Publicity (interviews w/ campus radio/tv/news;		Make sure to pay all bills and turn in all	
	local news outlets)		grant paperwork on time!!	
	Download posters/invitations from	**Dor	o't forget to keep a list of the people and the phone	
	www.freetochoosenetwork.org		that you are contacting throughout your planning. W	

numbers that you are contacting throughout your planning. We suggest collecting them on the back of this list\*\*

#### **BUDGET PLANNING WORKSHEET**

Here is a sample worksheet to set your project budget.

ANTICIPATED EXPENSES		ANTICIPATED INCOME		
Facilities Rental	\$	Admission Fees	\$	<u> </u>
Food		Co-Sponsors (please list below)		
Lodging				
Publicity		Anticipated Grants Income		
Speaker Fees / Honorariums		Name of Grant	Amount Requested	Amount Awarded
Supplies		Name of Grant	Amount Requested	Amount Awarded
Technical Support		Name of Grant  Name of Grant	Amount Requested  Amount Requested	Amount Awarded  Amount Awarded
Travel		Other Income		
Security				
Films License or Permits				
Registration Fees				
Other				
*TOTAL	\$	*TOTAL	•	<u> </u>

If your totals do not match, you may need to adjust your program accordingly.

#### POST-EVENT EVALUATION

1.	Did we meet our goals/objectives with this event?
2.	Did we meet our budgetary goals?
3.	Did we have enough volunteers for the event?
4.	What could we have done differently to make the event better/more productive?
5.	Did we have enough advertising/PR for the event? How could we have made this better?
6.	Did we execute the program in a professional manner?
7.	Did we face any group conflict with this program? What was it? How was it resolved? What could we have done differently?
8.	Would we bring this vendor/performer in again? Was it worth it?
9.	Would we execute a similar program in the future? What changes would we make?
10.	How does this program allow us to grow as a group, officers, and leaders? Was it a good program?

Notes:		