

Seven Steps to Event Success!

Your event is what you make it, so have fun!

Here are some steps to assist in your coordination: think about who, what, where, when, how, and why?

Step 1: Choose your event idea & style – what is your objective?

Step 2: Pick date/time of the event

Step 3: Who is your target audience?

Step 4: Where is the ideal location for this event?

Step 5: Create budget - how are you going to pay for this event?

Step 6: Create work plan and set deadlines for tasks.

Step 7: Promote your event.

There is no limit to creativity when brainstorming ideas for successful third party events. Engage your creative resources and encourage your team to think BIG. Here are just a few ideas to consider:

Auction

Benefit Dinner

BBQ

Cocktail Social

Concert

Date Auction

Fashion Show

Golf Tournament

Run/Walk/Ride

Sporting Events

Work Event

... the options are fairly endless!



Need some help?

Contact Sarah Whittall, Special Events Coordinator

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