

# Serve KC Event Planning

## Step 1: Plan It

- **Contact.** Learn the needs of the organization and if they fit the Serve KC [Event Criteria](#). Get an onsite contact & phone number for the event day.
- **Logistics.** How many volunteers? What kind of work will we be doing? Age restrictions? Materials needed? Can volunteers arrive late, leave early?
- **Location.** What is parking like? How do volunteers find us? Try to visit the location prior to event, double check if address is correct.
- **Be Realistic.** Don't promise a specific number of volunteers. Let the organization know this and be ready to handle either end of the spectrum.

## Step 2: Post It

How To: [Schedule a New Meetup](#)

- **Purpose.** Give a clear reason why we are there and what we will be doing. Include a summary of the nonprofit's mission and link to website.
- **Grab attention.** Start with the most interesting details, sometimes it's the activity, other times it's the cause or people we help.
- **Announce.** Sent at least two weeks prior to an event or a month out for larger events.
- **Host.** If you cannot attend ask a regular volunteer or someone from our [Leadership Facebook Group](#) if they can sub. Discuss the steps you need the host to cover and share event day contact info.

## Step 3: Follow It

- **Comment.** Check the event frequently and use the comment section to keep people engaged, answer questions & post updates/changes.
- **First Timers.** Those new to the group may need a little extra encouragement. Try leaving a comment on their profile *'glad to see you'll be attending your first meetup with Serve KC'* or something similar.
- **Adjustments.** If your event isn't filling up as you hoped consider rewriting or making other changes. Ask the Leadership Team for suggestions or to help promote the event through Social Media.

## Step 4: Prepare It

- **Check-up.** Call or email the organization contact to make sure their needs have not changed. Check the weather.
- **Communicate.** Send an email reminder & comment on the site for volunteers. Ask them to update their rsvp and provide them with your contact info and any additional information.
- **Get Organized.** Bring nametags and a sign in sheet to keep track volunteers. You may even want to make a checklist to ensure the event runs smoothly.

## Step 5: Do It

- **Arrive early.**
- **Greet each volunteer.** Introduce new volunteers to others in the group and make sure everyone feels included. Smile and keep a calm demeanor.
- **Conquering tasks.** Give volunteers options on what they want to do when there are option.
- **Take Photos.** Capture the event by snapping a few action photos or ask one of the volunteers if they can take photos and post them to the meetup afterwards.
- **Thank Volunteers & Promote Next Event.**

## Step 6: Prove It

- **Event Follow-up.** Thank the volunteers and recap the work done in the comment section or by e-mail. Ask for feedback or suggestions for improving future events. ***Follow up with Event Host if you did not attend.***
- **Mark No Shows.** Attendance is important for us to track so we know how many volunteers are active and if there are any recurring issues with individuals that may need to be addressed.
- **Add Photos.** Show our volunteers in action and when possible, a group shot of those who attended.
- **Share It.** Tell our [Communications Team](#) about noteworthy events or volunteers who go the extra mile so we can inspire others.