National Honors Society

When organizing/planning an event don’t forget to….

* Set date/time/location
  + Book location if needed
  + Let all of those participating know enough time in advance
* Assign Responsibilities – who is doing what
  + Set up crew
  + Clean up Crew
  + Publicity Committee
  + Photo Committee- take pictures at the event
  + Supplies Committee
* Make Announcements
  + Newsletter
  + Emails
  + Website
  + Reminder 101 Text
  + Social Media
  + Newspaper
* Make Posters and/or Flyers



* Make a Sign-up Sheet
* Gather all supplies that will be needed for the event
* Send reminder to those participating
* Show up to the event and have fun!! ☺