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!! ☺