

High-level checklist of major planning steps.

Step	Description	Starting Time Prior to Event	Complete
1	Define the goals		
1.1	Objectives and Outcomes of the Collection Event	3–4 months	☐
1.2	Event Audience and Audience Expectations	3–4 months	☐
1.3	Partnership	3–4 months	☐
2	Develop Event's Description		
2.1	Event Title	2–3 months	☐
2.2	Event Scale	2–3 months	☐
2.3	Event Programming and Budget	2–3 months	☐
2.4	Date, Time and Length of the Event	2–3 months	☐
2.5	Event Location	2–3 months	☐
3	Establish Organizing Team		
3.1	Project Management	2–3 months	☐
3.2	Marketing, Promotion, and Communication	2–3 months	☐
4	Acquire Resources		
4.1	Permit	8–10 weeks	☐
4.2	Marketing and Communication Materials	8–10 weeks	☐
4.3	Registration	6–8 weeks	☐
4.4	Supplies	6–8 weeks	☐
4.5	Labor	6–8 weeks	☐
5	Set Up		
5.1	Event checklist: 1–2 Weeks and 1–2 Days Prior to Event	1–2 weeks	☐
5.2	Set Up the Event	1–2 days	☐
6	Run the Event		
6.1	Safety Meeting, Rules, and Responsibilities	0 days	☐
6.2	Run Event	0 days	☐
6.3	Cleaning and Transportation	0 days	☐
7	Evaluate Post Event		
7.1	Evaluation	-1 week	☐
7.2	Acknowledgements	-1 week	☐