

Human Rights Watch Student Task Force

Sample Event Planning Tool

Event: _____

Event Date: _____ Event Location: _____

STF Intern: _____

STF Teacher Advisor(s): _____

Task	Person(s) in Charge	Deadline
1. Determine purpose of event		
2. Develop outline of event activities including advocacy.		
3. Schedule planning meetings for participating STF members.		
4. Get approval for event date and location.		
5. Publicize Event (PA, Newspaper, Classroom announcements, signs, post on STF Facebook, contact local press, etc)		
6. Prepare any handout materials for event.		
7. Plan for technology needs.		
8. Determine if other school organizations, special classes, or outside organizations will be contacted to join in your event. If so, organize who will be the main contact.		
9. Review assignments before day of the event.		
10. Document the event with photo and video.		
11. Evaluate event and determine follow-up plans.		



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