STAAR

ovarian cancer foundation

survive. thrive. advocate. advance research.

PLANNING AN EVENT

CHECKLIST

Below we have listed some suggested items to help you get started. Remember though: You do your event however you want.

INITIAL PLANNING

1. Determine type of event
2. Set date/time
3. Determine location and get permits or permission.
   a. Can you post signs, a banner, gather, use space, etc.
4. Name your Event
5. Create an event planning group—get friends to help (this widens the circle of possible participants)
6. Set measurable goals for your event (# participants, #organizations, $, # sponsors, # of social media posts)
7. Create timeline of activities to reach goals

NEXT STEPS

1. Write out "your story"
   a. Share the WHY--Why are you doing this event?
   b. Explain about ovarian cancer, LGSC, STAAR
   c. Don't forget to include what you want others to do (sign up, donate, make a team, share)
   d. Consider making a REEL or TikTok to share with others
2. Go to STAAR's webpage to create your event page so you can advertise and have participants sign up for your event
3. Recruit
   a. via social media (Facebook and Instagram

      b. organizations and people to participate
4. Contact local reps (city, state, national) for your area….ask for support
5. Consider local sponsorships
      a. If you are going to look for local sponsors, please email STAAR OC at admin@staaroc.org for sponsorship letter information and form examples at

EVENT DAY CONSIDERATIONS

1. Drinks/food (get donated)
2. Are you going to educate at your event? (have symptom signs, discuss symptoms, etc)
3. If people are signing in, do you need a table and chair?
4. Who will greet participants?
5. Will you start with some words from someone about the cause and education? SHARE YOUR STORY—why are you doing this event?
6. Passing out anything?
7. Where will people gather? Make sure to share this information in challenge media
8. Take pictures and post!!!! Please tag STAAR.

AFTER EVENT

1. Plan a way to celebrate with all who helped after your event
2. Write Thank you's
3. Don't forget a final post sharing the event results
      a. Goals met
      b. Announcing competition winners (if you have this part)