

Event Planning Template

A fill-in planning template and timeline for chapter events, service projects, and resident-engagement activities.

Event overview

Event name	
Date and time	
Location	
Chapter	
Event lead	
Adult advisor present	
Community need addressed	
What success looks like	
Expected attendance	

Planning timeline

When	Tasks
4 weeks out	Confirm purpose, date, location, and advisor availability. Notify the HOA board, school, or host partner.
3 weeks out	Assign roles. Build the supply list and confirm any donations or partner support.
2 weeks out	First outreach push: flyers, community email, door-to-door, social channels of partner orgs.
1 week out	Confirm volunteers, supplies, setup and cleanup plan, and the feedback method.
2 days out	Second outreach push and a reminder to every confirmed volunteer.

When	Tasks
Day of	Arrive 45 minutes early. Set up, brief volunteers, run the event, collect feedback, clean up.
Within 3 days	Thank-you messages, photo review and consent check, and results recorded.
Within 1 week	Chapter debrief and Impact Tracking Sheet update.

Roles and assignments

Setup lead	
Welcome / sign-in	
Activity lead	
Supplies	
Photos and consent	
Feedback collection	
Cleanup lead	

Supplies and budget

Item	Quantity	Source	Cost

Chapters cannot sign contracts, rent venues under a legal agreement, or commit funds on behalf of YouthConnect Network or Janga Bahadur Foundation. Any request involving a signature, a payment obligation, or a tax receipt must be routed to admin@youthconnect.network before you agree to it.

Safety check before the event

- At least one approved adult advisor is present for the entire activity.
- Emergency contact information is available for every youth participant.
- No youth is left alone one-to-one with an adult who is not their guardian.

- The host site's own rules and any required permissions are confirmed in writing.
- Photo consent is obtained before publishing images of participants.

Post-event debrief

Attendance	
What worked	
What did not	
Resident feedback themes	
Follow-up owed	
Next step	

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