

Resources for Organizing a Successful Community Event

Making a Big Splash: Checklist for Hosting Successful Community Events. Caring Connections. 2005.
<http://www.caringinfo.org/files/public/outreach/MakingaBigSplashChecklist.pdf>
A helpful list of questions and thoughts to consider when planning an event.

Americorps VISTA: A self directed guide for building community. Corporation for National and Community Service. <http://www.nationalserviceresources.org/files/vista-notebook.pdf>
This VISTA notebook allows you to type in your responses directly into the workbook, and includes advice on the “Five C’s” of effective event planning: Community, Connections, Control, Cash, and Collective Action

e-Tools for Grassroots Organizing. Corporation for National and Community Service.
<http://www.nationalserviceresources.org/files/cci/e-organizer/published/e-organizer.html>
This interactive tool enables users to browse different online options for organization efforts.

How to Organize a Community Event. Equay-wuk (Women’s Group). 2007.
<http://www.equaywuk.ca/HFHNDVT/OrganizingEventbooklet.pdf>
This “how to” guide provides a fairly straightforward approach to community organizing.

Take Root: Project Development Guidebook. Hands On Network.
http://nationalserviceresources.org/files/legacy/filemanager/download/volunteer_leveraging/ProjectDevelopmentGuidebook.pdf
A comprehensive guidebook covering everything from initial community assessment to project mapping, fundraising, volunteer roles, event logistics and evaluation

Be a Leader of Now. Hands On Network. 2010.
http://www.handsonnetwork.org/files/resources/GB_BeALeaderOfNow_2010_HON.pdf
This document is for an individual that and wants to get involved with the community but doesn’t know where to begin.

Planning the logistics of a volunteer service project. Mantooth, L.J. 2007. Hands On Network.
<http://www.nationalserviceresources.org/practices/17855>
This project checklist can help organizers double-check their planning efforts.

Introduction to Organizing a Public Event. The November Coalition. 2008.
<http://www.november.org/BottomsUp/public/index.html>
A narrative approach to event planning, including many helpful tips.

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