

BCSN EVENT PLANNING CHECKLIST

One requirement to earn a BCSN certificate is to be an active member of the two BCSN event planning teams and contribute to the event report.

	<p>1. Visit the Event Planning Board on the BCSN webpage see if any similar events are in process.</p> <ul style="list-style-type: none"> • If so, you may want to join that planning team. • Ask if anyone needs help in the WhatsApp group.
	<p>2. Complete the Event Planning Form and enter as much information as you can.</p> <ul style="list-style-type: none"> • This is just the first draft; your idea will change as you get input from others.
	<p>3. Announce your idea and start to form a team.</p> <ul style="list-style-type: none"> • Search the BCSN Directory for people who have interests and skills that may be a good fit for your team. • Share your idea on WhatsApp to see if others are interested.
	<p>4. Talk to other ambassadors individually or as a group about your idea and get their input</p> <ul style="list-style-type: none"> • Update the Event Planning Board as the idea develops.
	<p>5. Confirm your team members. If you stay on a team, you will be expected to do work.</p>
	<p>6. Meet with your planning team to determine event details including:</p> <ul style="list-style-type: none"> • Objectives and outline of the event • Clearly defined roles for each planning team member. • What virtual platform(s) you will use for the event • Registration process (you will need to collect attendee names, school and country for the Event Summary)
	<p>7. Market your event</p> <ul style="list-style-type: none"> • Create and share event flyer, social media posts, etc. to ensure that other ambassadors have enough information to easily advertise to students at their home school) • Advertise your event to the BCSN via email, WhatsApp, Instagram, LinkedIn)
	<p>8. Meet with your event planning team again to:</p> <ul style="list-style-type: none"> • Finalize event agenda and individual responsibilities • Rehearse the event and test the technology!
	<p>9. Execute your event!</p> <ul style="list-style-type: none"> • Make it as interactive and inclusive as possible. Have fun! • Remind attendees to complete their Event Reflection ASAP (on the BCSN website).
	<p>10. Meet with your event planning team to debrief the event. What worked well? What could be improved? Did you meet your objectives? Did all members of the planning team accomplish their role?</p>
	<p>11. Complete the Planning Team reports.</p> <ul style="list-style-type: none"> • One member of the planning team completes the Event Summary. • Each planning team member must submit an individual Team Member Reflection.

See planning tips on next page.

BCSN Event Planning Tips

- **Use the Golden Circle Concept.** Define your purpose and goals of your event.
- **Create a dream team!** There is no challenge that you cannot overcome when there are people willing to work together and do their best. Defining the responsibilities of each member of the team is also crucial for a project to be a success.
- **Take it out of your head and put it on paper!** After defining the first steps, it is time to plan. Make a list of all the information you need and go after the missing information.
- ***Do. Or do not. There is no try. (Yoda).*** It is always good to remember that you are building content for other students. Build what you would like to consume.
- **Don't be afraid to ask for help.** Ask fellow BCSN ambassadors and your university advisor(s).
- **Last but not least:** After an event, get together and elaborate on the lessons learned. What worked well? What could be improved? Did you meet your objectives? Did all members of the planning team accomplish their role?