

Request a Public Event

A Planning Checklist

The following list includes a variety of items often included in the events that we have done. Use this list to start your planning process.

- Select a date and time for your event** (events hosted Monday-Thursday, and between 11 a.m. - 3 p.m. are most likely to attract media coverage)
 - Plan for a chance of rain. Do you have inside space for your event, or would you need to rent a tent and some chairs?
 - Plan for food and beverages, dependent on time of day
- Design invitations for your event, electronic and/or print**
 - Create the list of people you will invite to your event
 - Print the invitations
 - Mail the invitations
 - Manage RSVPs for the event
- Design the program**
 - Plan the agenda (Limit the speaking portion of your event to 15 to 30 minutes)
 - Invite those who you wish to speak at your event
 - Arrange for a testimonial from a resident (if applicable). This can be a powerful message to the public about the value of a home that is affordable, and how it can transform a person or a families' life
 - Create talking points for all on agenda who need them
 - Make arrangements for a ceremonial event (ribbon cutting, tree planting, etc.)
 - Print the program
- Prepare the Press Packet, including media notices**
 - Include an Op-Ed article about the unmet need for affordable housing, or a similar topic
 - Provide an Invitation to your Community at large. These homes "belong to" and will benefit this town. We will show them that they deserve to be celebrated
 - Plan for a tour of the property. People love to see what affordable rental homes look like