



**HUMANITIES  
KANSAS**

**Freedom's  
Frontier**  
NATIONAL HERITAGE AREA



## **Event Planning Checklist:**

### **Planning the Event** (3-4 weeks before event)

Event Coordinator: \_\_\_\_\_

Event Location, Date, and Time

\_\_\_\_\_  
(Select a site that can accommodate a small area for six readers to sit together facing the audience. A microphone and sound system is required.)

\_\_\_\_\_ PR - Create a press release to send to your local newspaper announcing your event. Place on your website and your community events calendar.

\_\_\_\_\_ Select program readers including:

Humanities Facilitator: Reads script introduction and moderates discussion

1. \_\_\_\_\_

Script Readers:

Narrator: \_\_\_\_\_

Reader 1. \_\_\_\_\_

Reader 2. \_\_\_\_\_

Reader 3. \_\_\_\_\_

Reader 4. \_\_\_\_\_

Reader 5. \_\_\_\_\_

\_\_\_\_\_ Provide readers with copies of the selected script to practice.

### **Event Preparation** (one week before event)

\_\_\_\_\_ Conduct one read-through practice for all script readers.

\_\_\_\_\_ Ensure sound equipment, including microphone and speakers, is functional and event coordinator knows how to use it.

\_\_\_\_\_ Print copies of the selected Script and Citations for ALL audience members.

### **Event**

\_\_\_\_\_ Hand out copies of Script and Citations to each audience member.

The facilitator opens the program by introducing the theme.

Readers read the script.

Facilitator moderates questions and comments.