



Homeless Persons' Memorial Day Event Planning Checklist

- ✓ **Who is responsible for planning the event?**
 - Establish a committee
 - Consumer Advisory Board
 - Staff or volunteers
- ✓ **What type of event(s) do we want to plan?**
 - Candlelight march
 - Religious service
 - Educational event
 - Rally or advocacy event
- ✓ **Where do we want to hold the event? Do we need to obtain permits?**
- ✓ **How will we gather the names and other information about the deceased?**
 - Health department or coroner's office
 - Other service providers
 - Consumer groups/word of mouth
- ✓ **What other organizations should be involved?**
 - Other service providers
 - Shelters, housing organizations
 - Consumer groups
 - Advocacy organizations
 - Faith-based organizations
- ✓ **Will food and drink be served? Do we want to provide other resources (clothing, blankets, etc.)? Do we want to accept donations?**
- ✓ **At what time should the event take place?**
- ✓ **What will the agenda include?**
 - A reading of the names
 - Stories, poems, testimonials
 - Artistic or musical performances
 - Educational materials
 - A panel discussion
- ✓ **Who will promote the event? To whom will we promote the event?**
- ✓ **What form of media coverage would be most effective?**
 - Press release
 - Interviews
- ✓ **How will public officials be engaged?**
 - Obtain a proclamation
 - Have an official speak
- ✓ **How will we direct people to get more involved after the event?**
- ✓ **How do we establish a system to make it easier to plan an event next year?**