

# GSA Event Plan

Name of the Event:

Date:

Venue:

Start:

End:

Who is the target audience? Be specific!

Will there be food? What kind?

Production Value (How will people know it is a GSA event? How will people know it is an LGBTQ event?)

Activities (What is happening at the event?)

Draw (Why should people be excited about your event?)

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Logistics (What permissions do you need to get and from who? Is there a link to register, or do people just show up?)

Promotion (How will people know about your event? Remember the 7 points of contact!)

Staffing (Who is in charge of what?)

Profit Generation (How will you maximize your impact?)

Shopping List



Questions about this worksheet?  
Connect with us at: [GSAs@iowasafeschools.org](mailto:GSAs@iowasafeschools.org)  
[www.IowaSafeSchools.org](http://www.IowaSafeSchools.org)

