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Description automatically generated with medium confidenceTips and Tricks to Plan a Successful Culminating Event

**Planner**



**What to do:** Use this planning tool to create an event everyone will enjoy. Give students choices for ways to showcase their learning. Allow students to plan, facilitate, and lead as much of the event as possible.

**Why it matters:** The better the plan, the better the event. Students have worked hard, and showcasing their work for others gives them a sense of accomplishment. It also shows families, partners (including schools), and community members what students are learning and doing in your out-of-school time program. You might win over a new program champion!

|  | **Planning Step** | **Decisions and Actions** |
| --- | --- | --- |
| 🞏 | Define the event. | * Purpose — benefits to presenters and audience * Theme — aligned with topic or focus * Location — in person, virtual, combination * Activity format(s) to showcase student learning — display, demonstration, performance, video, report, other * Audience — who to invite (families, partners, public?) * Other: |
| 🞏 | Create an agenda. | * Number and type of activities * Date and time * Schedule of events * Other: |
| 🞏 | Assign roles and responsibilities for students, staff, and volunteers. | * Event planner * Logistics coordinator * Publicity organizer and writing/design team * Photographer or videographer * Technology manager and assistant * Set-up and take-down of physical or virtual event space, equipment, and supplies * Greeter(s) and emcee(s) * Refreshments coordinator, if needed * Evaluation planner/coordinator * Other: |
| 🞏 | Publicize the event. | * Formats appropriate to the target audience — email, social media, flyers, signs, invitations, press release, other * Process for writing, designing, and reviewing publicity materials * Procedures to ensure materials are culturally inclusive and translated into languages other than English * Plans for disseminating pre- and postevent publicity materials * Arrangements for photo/video releases as necessary * Other: |
| 🞏 | Take care of logistics. | * Arrange for physical or virtual event space. * Arrange for any necessary audiovisual equipment. * Arrange to accommodate special needs — translators, access for people with disabilities, dietary restrictions. * Arrange for any necessary supplies — make assignments or solicit donations from local organizations or businesses. * Other: |
| 🞏 | Lights, camera, action! | * Make sure everyone knows in advance what to do and where to go on the day of the event. * Have everyone arrive early so they’re ready to start on time. * Have fun! Live events rarely go perfectly. Expect the unexpected and go with the flow. * Other: |
| 🞏 | Evaluate the event. | * How will you measure event success — student participation, size of audience, attendance, audience ratings or feedback, other? * What evaluation tool(s) will you use to measure success — surveys, feedback forms, reflection opportunities, postevent discussion, other? * Who’ll participate in evaluations — students, staff, families, the public? * How and when will you share the evaluation results, and with whom? * Other: |
| 🞏 | Conduct follow-up communications. | * Who’ll get a postevent report (e.g., the press, project administration, partners, students, families, others)? * Who’ll get thank-you notes, and who’ll write and send the notes? * How can you use follow-up communications to (a) highlight student and program accomplishments and (b) preview a related or upcoming activity? * Other: |

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