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?