**Vermont Climate Action Plan**

**PUBLIC EVENT PLANNING GUIDE**

The following checklist is meant to help guide you through planning your Vermont Climate Action Plan public event.

**When:**

* Connect with an existing event or choose a day and time that will work best for you and your group.

**Who:**

* The best events are with people who are already in your network and who see you as a trusted member of their network.
* Brainstorm a list of people you would like to invite to your event, including the contact information (e.g., email address, phone number) you’ll use to invite them.

**Where:**

* You can host your event online or in-person.

**How:**

* Think about the format that best suits your group. Are there members of the group who need additional consideration to participate, such as time constraints, childcare, or language support? Consider providing food and non-alcoholic beverages if you’re hosting an in-person event.

**Invite participants:**

* Think about how you will reach people: email, phone, social media
* Ask individuals to let you know whether they’re able to participate.

**Prepare your materials:**

* Review the Presentation Deck and Facilitation Guide. Think about the concerns and needs of your particular group and make any necessary revisions to the materials.

**Apply for a stipend:**

* Contact Climate Access ([info@climateaccess.org](mailto:info@climateaccess.org)) regarding your intent to host an event.
* As a partner, you are eligible to request a stipend to support your event.

Complete the stipend Request form and submit it by email to info@climateaccess.org.

**Final planning steps:**

* Plan to pick up any supplies, food or non-alcoholic beverages.
* Finalize the Facilitation Guide and Presentation Deck (if you’re using slides) and other materials in your toolkit.
* Spend the time you need to feel prepared and ready to have a great event!