

## 5.2 DEMENTIA AWARENESS EVENT PLANNING TEMPLATE

This Event Planning Template is designed to be used alongside tool 5.1 Event Planning Checklist. It helps communities organize details, assign responsibilities, and document outcomes for brain health–related events.

### 1. EVENT OVERVIEW

| Event Name    | Date            | Time                | Location          |
|---------------|-----------------|---------------------|-------------------|
|               |                 |                     |                   |
| Event Purpose | Target Audience | Expected Attendance | Lead Organization |
|               |                 |                     |                   |

### 2. ROLES & RESPONSIBILITIES

| Role                   | Name | Organization | Contact Information |
|------------------------|------|--------------|---------------------|
| Event Lead             |      |              |                     |
| Speaker / Facilitator  |      |              |                     |
| Logistics Support      |      |              |                     |
| Registration / Sign-In |      |              |                     |
| Outreach / Promotion   |      |              |                     |

**3. EVENT LOGISTICS**

| <b>Logistics Item</b>        | <b>Details</b> | <b>Responsible Party</b> | <b>Status</b> |
|------------------------------|----------------|--------------------------|---------------|
| Room setup                   |                |                          |               |
| Audio/visual needs           |                |                          |               |
| Accessibility accommodations |                |                          |               |
| Materials/handouts           |                |                          |               |
| Refreshments                 |                |                          |               |

**4. PROMOTION & OUTREACH**

| <b>Outreach Channel</b> | <b>Key Message</b> | <b>Partner(s)</b> | <b>Date Sent</b> | <b>Notes</b> |
|-------------------------|--------------------|-------------------|------------------|--------------|
|                         |                    |                   |                  |              |
|                         |                    |                   |                  |              |
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|                         |                    |                   |                  |              |

**5. DAY-OF EVENT NOTES**

What worked well?

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Any challenges or issues?

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**6. POST-EVENT FOLLOW-UP**

| Follow-Up Task               | Completed (Y/N) | Responsible Party | Notes |
|------------------------------|-----------------|-------------------|-------|
| Collect participant feedback |                 |                   |       |
| Share resources              |                 |                   |       |
| Document participation       |                 |                   |       |
| Thank speakers/partners      |                 |                   |       |

Use this template together with the Event Planning Checklist to ensure consistent, well-documented, and effective community events.