6.2 CAREGIVER SUPPORT EVENT PLANNING TEMPLATE

This Event Planning Template is designed to be used alongside the 6.1 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

Logistics Item	Details	Responsible Party	Status
Room setup			
Audio/visual needs			
Accessibility accommodations			
Materials/handouts			
Refreshments			

4. PROMOTION & OUTREACH

Outreach Channel	Key Message	Partner(s)	Date Sent	Notes

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.