

6.2.1 CAREGIVER SUPPORT EVENT PLANNING TEMPLATE – EXAMPLE

This completed example shows how a community might use the Event Planning Template for a Healthy Brain–related event. It is provided for guidance only and may be adapted based on community size, capacity, and resources.

1. EVENT OVERVIEW (EXAMPLE)

Event Name	Date	Time	Location
Brain Health & Memory Basics Workshop	May 15, 2026	1:00–2:30 PM	Community Library – Meeting Room
Event Purpose	Target Audience	Expected Attendance	Lead Organization
Increase awareness of brain health and early warning signs of dementia	Older adults and caregivers	25–30 participants	West River Public Health

2. ROLES & RESPONSIBILITIES (EXAMPLE)

Role	Name	Organization	Contact Information
Event Lead	Jane Doe	Public Health	jane.doe@email.org
Speaker / Facilitator	John Smith	DHS Division of Long-term Services & Supports	John.smith@email.org
Logistics Support	Joe Jones	Public Library	jjones@library.org
Registration / Sign-In	Volunteer Team	Community Volunteers	N/A
Outreach / Promotion	Sam Anderson	Community Coalition	Sam.anderson@rmail.org

3. EVENT LOGISTICS (EXAMPLE)

Logistics Item	Details	Responsible Party	Status
Room setup	Classroom-style seating for 30	Library staff	Confirmed
Audio/visual needs	Projector and microphone	Event Lead	Confirmed
Accessibility accommodations	Wheelchair access, large-print handouts	Event Lead	Planned
Materials/handouts	Brain health fact sheets	AAA	In progress
Refreshments	Water and coffee	Volunteers	Planned

4. PROMOTION & OUTREACH (EXAMPLE)

Outreach Channel	Key Message	Partner(s)	Date Sent	Notes
Flyers	Learn how to keep your brain healthy	Library	4/15/26	Posted at library and senior center
Email newsletter	Free brain health workshop	DHS Division of Long-term Services and Supports	4/20/26	Sent to caregiver list
Social media	Brain health matters at every age	Community Coalition	Weekly starting 4/25/26	Facebook posts
Local newspaper	Community brain health event	Local Media	4/28/26	Short article submitted

5. DAY-OF EVENT NOTES (EXAMPLE)

What worked well?

Strong turnout and active discussion during Q&A.

Any challenges or issues?

Ran slightly over time; adjust agenda next time.

6. POST-EVENT FOLLOW-UP (EXAMPLE)

Follow-Up Task	Completed (Y/N)	Responsible Party	Notes
Collect participant feedback	Y	Event Lead	Forms collected
Share resources	Y	DHS Division of Long-term Services and Supports	Emailed links
Document participation	Y	Public Health	27 attendees
Thank speakers/partners	Y	Event Lead	Emails sent