# Mental Health Month Event Planning - Mind Flow

**Who?**
- Who are we trying to reach?

**Why?**
- Why does this issue need to be addressed?

**Who?**
- What is the issue we want to tackle?

**What?**
- What are we going to do?

**When?**
- When will it be held?

**Where?**
- Where will it be held?

**Timeline**
- When do things need to be completed?

**Budget**
- How much are we spending and on what?

**Resources**
- What do we already have and what do we need?

**Who/How?**
- Who do we need to talk to? How do we get our message out?

**Goals**

**Event**

**How**

**Promote**

**How do we know it was a success?**
- What did we distribute?
- Who did we engage?
- What did people say?

**Indicators**
- Did we achieve our goals?