

Mental Health Month Event Planning - Mind Flow

INVESTIGATE

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?

Goals

How do we know it was a success?

What did we distribute?

Who did we engage?

What did people say?

Indicators

FORMULATE

What?

What are we going to do?

When?

When will it be held?

Where?

Where will it be held?

Event

How

EVALUATE

Did we achieve our goals?

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?

Promote

COMMUNICATE