



## Project SAFE Checklist

This checklist can be used to help you organize the various steps/stages of a Project SAFE event.

**PLEASE NOTE:** It is very important to schedule at least one brainstorming session with all members your team. At this meeting all staff members should be aware of theme, purpose, location, time and date of your event.

1. Choose your **TOPIC** and **THEME, TIME & PLACE:**

Topic(s) \_\_\_\_\_

Theme \_\_\_\_\_

DATE.TIME &  
PLACE \_\_\_\_\_  
\_\_\_\_\_

2. Choose a **Speaker:**

Business/Organization \_\_\_\_\_

Speaker Name \_\_\_\_\_

Contact Number \_\_\_\_\_

Contact E-mail \_\_\_\_\_

Date Confirmed \_\_\_\_\_

Business/Organization \_\_\_\_\_

Speaker Name \_\_\_\_\_

Contact Number \_\_\_\_\_

Contact E-mail \_\_\_\_\_

Date Confirmed \_\_\_\_\_

3. Inviting your Guests: **FLYER**

**Flyer:** Incorporate your topic and theme to create invitations, flyers and announcements.

**Invitation list:** residents, surrounding businesses, and/or HOA's in your community.

Advertise your event in the Greater Phoenix Apartment Guide, Face book, Twitter etc.

Become a Project S.A.F.E. Fan on

Date Confirmed to advertise your event and update everyone on your success along the way.

Plan to send invites at least **three** times to ensure the highest probability of guests.

1<sup>st</sup> Delivery \_\_\_\_\_ 2<sup>nd</sup> Delivery \_\_\_\_\_ 3<sup>rd</sup> Delivery \_\_\_\_\_

#### 4. **Community Involvement:**

Create a list of neighboring businesses you would like to invite to participate in your event. Ask up front whether they want to:

**Have a booth?**

**Be a sponsor?**

**Donate food or other items?**

**Advertise your event?**

**Invite their employees to hear their speaker?**

Create a list of **social service organizations** to invite that your residents can benefit from

Business Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Contact E-mail: \_\_\_\_\_  
Commitment: \_\_\_\_\_

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Business Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Contact E-mail: \_\_\_\_\_  
Commitment: \_\_\_\_\_

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Business Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_  
Contact E-mail: \_\_\_\_\_  
Commitment: \_\_\_\_\_

#### 5. **Document** your Participation:

**Resident Sign in Sheet**

**Business/Organization Sign in Sheet**

**Photography/Video- Be sure to designate someone photograph/video tape your event.**

**Speaker Name**

**Contact Number**

**Contact E-mail**



**Date Confirmed - Use Facebook, Twitter, to show off your event.**