



# HOW TO PLAN A GSA EVENT

## WHAT TO INCLUDE IN YOUR WORK PLAN

1. A brief description of the project/event
2. Dates for the planning period
3. Date(s) for the project/event
4. Goals (broad things you are working toward – this project/event is part of that work)
5. Objectives (concrete things that this specific project will accomplish by its end)
6. Strategies (manageable phases for planning the project/event) – be detailed and specific!
7. Dates for each stage of the planning process to be completed by – and stick to them!
8. Indication of who is responsible for each piece – delegate and spread leadership
9. List of materials that will be needed for the project/event and who is responsible for them
10. A description of how and when the project/event will be evaluated and who will conduct and analyze the evaluation results

## INCLUSIVITY

- **Accessibility/Space/Location:** You want a space where people will feel safe attending your event, and have enough room for everyone to sit comfortably or participate if the event is interactive. For location: Is it easy to find? Is it wheelchair accessible? Does it have handrails? Good lighting? Close bus stops? Enough parking?
- **Deaf/Hard of Hearing:** Public schools are required to provide equal access to recreational, social, and cultural activities – your school is obligated to provide an American Sign Language (ASL) interpreter for your meetings if Deaf students participate in your GSA. Getting a manuscript ahead of time will help interpreters
- **Language:** Make sure your flyers are translated! Collaborate with other clubs on campus to help bring bilingual speakers or demand that your school provide translators at the event. If you show a video or record your event, make sure it has subtitles in English and other languages commonly spoken at your school
- **Theme:** Be sure that the theme, costumes, food and title of your event are not mocking or misrepresenting someone else's culture

## STRATEGIES

- **Advertising:** Think about all the people who might be interested in attending your GSA event, not only club members. Keep faculty, staff, administrators, and when appropriate and possible, other clubs and area schools & GSAs in mind
- **Fundraising:** It's important to think about the cost of hosting an event, and any rules or regulations your school has on how student clubs can get and use funds
- **Co-Sponsorship:** Approach various groups and see if they want to be involved in putting on a project/event that addresses issues you are both dealing with. Make sure to be fair when distributing the credit – be sure to recognize everyone who participated. Start seeking co-sponsors early enough to get their club/group logo ahead of time to add to any printed materials you produce for the event

## USEFUL LINKS



[DEAF RAD](#)

[FUNDRAISING](#)

[ADA OBLIGATIONS OF PUBLIC SCHOOLS](#)

[CULTURAL APPROPRIATION](#)

[CREATING INCLUSIVE GSA CLUBS](#)

[COSTUME CAMPAIGN](#)

[LANGUAGE ACCESS IN SCHOOLS](#)

[COALITION BUILDING](#)