



michigan league of conservation voters

Event in a Box – User Guide

Welcome to your Michigan LCV Event in a Box. This was designed as a tool for MLCV volunteers like you to plan and host events in your community. This box includes everything you need to execute a successful grassroots environmental event including materials and an event checklist to make sure you have all the bases covered. If you have any questions feel free to reach out to your local Michigan LCV Regional Coordinator.

By now you should have completed the online event checklist form and been contacted by a Michigan LCV staffer. Please review the Planning Guide below to make sure all of your event details and logistics are correct. Once that is confirmed, please complete the Planning and Materials Checklists to confirm that all you have everything you need for the event. If you have not yet been contacted by a MLCV staffer, just complete this form and email it to your local Regional Coordinator. The questions in this guide will cover all of the main details and logistics for your event. If you're struggling to answer any part of this form, feel free to leave it blank and the coordinator can help you complete it.

Planning Guide:

- Name of Event: _____
- Time of Event: _____
- Location of Event: _____
- Type of Event:
 - House Party
 - Happy Hour
 - Phonebank
 - Letter Writing Party
 - Canvass Kickoff
 - Townhall
 - Other: _____
- Theme or Issue Focus of Event: _____
- Program Outline:
 - _____
 - _____
 - _____

- _____
- _____
- _____
- _____

Planning Checklist:

- Logistics Confirmed with Host or Venue
- Promotion of Event on Michigan LCV Website
- Promotion of Event on Social Media
- Official Email Invite
- Follow-up Calls to Invitees
- Review of Talking Points
- Michigan LCV Staffer Present at your Event
- _____
- _____

Materials Checklist:

- Sign-in Sheet
- Blank Nametags
- Pre-printed Nametags
- Name Cards for Hosts or Guest Speakers
- MLCV Marketing Materials
 - Plan of Action
 - Newsletters
 - Cycle of Accountability
- Petitions
- Postcards
- Agenda
- Talking Points
- RSVP List
- Pens
- Snacks or Refreshments (If providing)
 - Utensils, Plates, Bowls, and Cups
- Other: _____

Thank you for being a dedicated Michigan LCV volunteer and for hosting an event. Your event will be a crucial step to ensuring our elected officials prioritize clean air and water for all Michiganders.

“Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it’s the only thing that ever has.”

- Margaret Mead