



# michigan league of conservation voters

## Event in a Box – Planning Guide

***\*If you have not yet been contacted by a MLCV staffer, you can 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:
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

Thank you for your interest in hosting an event! Events like yours in communities around the state are essential to ensuring our elected officials prioritize clean air and water for all Michiganders. You rock!