



Chapter 7: A Life of Service

SERVICE EVENT PLANNER

INSTRUCTIONS: This template is designed to help you plan and participate in service events, such as the Marine Thanksgiving or Single Mom Tree Lot, inspired by Harbor Point's accessible and impactful service initiatives.

Please ensure your responses fit within the text box provided.

1. Event Overview

Event Name Date Location

Purpose of the Event: (e.g., Supporting military families, providing holiday joy to single parents)

Target Group or Beneficiaries: (e.g., Marines and their families, single moms in the community)

2. Planning Details

Key Element	Details
Event Goals (What do you want to achieve?)	
Activities Planned (e.g., meal prep, tree distribution, games)	
Event Theme (i.e., holiday-themed, patriotic, family-focused)	
Expected Number of Participants	
Budget and Funding Sources (e.g., donations, sponsorships)	
Supplies & Materials Needed (e.g., decorations, food, gift items)	

3. Volunteer Coordination

Number of Volunteers Needed:

Volunteer Roles: (e.g., setup, greeters, meal servers, cleanup crew)

Volunteer Recruitment Plan: (e.g., social media posts, flyers, word of mouth)

4. Schedule of Activities

Time	Activity	Person Responsible
Example: 10:00 AM	Set up tables and decorations	John Doe

5. Other Strategic Considerations

- Organizations or Businesses to Partner With
- Sponsor Opportunities
- Promotion and Outreach
- Event Checklist