

EVENT PLANNING

Overview

Event planning is an important part of making sure that your AFV Day Odyssey is a success. In this section you will find sample event activities and formats for your reference.

You are not required to use these materials.

Planning Tips

- Choose activities that reflect the goals and objectives of National AFV Day Odyssey.
- Utilize the individuals you recruited for your Planning Committee. They should be of great assistance to you and provide you with many leads.
- Make sure all those involved with the event are familiar with the National AFV Day Odyssey goals, objectives, and outcomes listed.
- Select your target audience (see Audience List).
- Estimate the number of attendees you anticipate (we suggest a minimum of 200).
- Select your format (see Format Suggestions).
- Select activities (see Activity Suggestions):
- Activities should be available for attendees of all ages.
- Select activities that help meet the national goals and objectives.
- Activities should have the NAFTC and national sponsorship posters on display (required).
- Incorporate ways to encourage attendees to fill out Odyssey survey