

Overview: Event Logistics

Items to consider after you identify the audience, format, and activities that meet the goals, purposes, and outcomes of National AFV Day Odyssey.

- Will there be food and beverages?
- What kind of facility do we need?
- Where in the schedule will we solicit evaluations from participants?
- What kind of safety issues do we need to consider?
- What should our schedule be (i.e., timeline and order of the event)?
- What program personnel – exhibitor, speakers, and guests – will be needed to conduct the event?
- What kind of support and event staff will be needed to prepare, run, and close the event?
- What equipment and materials will be needed at the event?
- What other event considerations need to be planned for (i.e., ride-and-drives, decorations)?
- What are the budgetary needs?
- Will sponsorships for in-kind or monetary contributions be solicited?