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Description automatically generated with medium confidenceTips and Tricks to Plan a Successful Culminating Event

**Planner**



**What to do:** Use this planning tool to create an event everyone will enjoy. Give students choices for ways to showcase their learning. Allow students to plan, facilitate, and lead as much of the event as possible.

**Why it matters:** The better the plan, the better the event. Students have worked hard, and showcasing their work for others gives them a sense of accomplishment. It also shows families, partners (including schools), and community members what students are learning and doing in your out-of-school time program. You might win over a new program champion!

| **Planning Step** | | **Decisions and Actions** |
| --- | --- | --- |
| 🞏 | Define the event. | * Purpose — benefits to presenters and audience * Theme — aligned with topic or focus * Location — in person, virtual, combination? * Activity format(s) to showcase student learning — display, demonstration, performance, video, report, other? * Audience — who to invited (families, partners, public?) * Other: |
| 🞏 | Create an agenda. | * Number and type of activities * Date and time * Schedule of events * Other: |
| 🞏 | Assign roles and responsibilities for students, staff, and volunteers. | * Event planner * Logistics coordinator * Publicity organizer and writing/design team * Photographer or videographer * Technology manager and assistant * Set-up and take-down of physical or virtual event space, equipment, and supplies * Greeter(s) and emcee(s) * Refreshments coordinator, if needed * Evaluation planner/coordinator * Other: |
| 🞏 | Publicize the event. | * Formats appropriate to the target audience — email, social media, flyers, signs, invitations, press release, other? * Process for writing, designing, and reviewing publicity materials * Procedures to ensure materials are translated as needed * Plans for disseminating pre- and postevent publicity materials * Arrangements for photo/video releases as necessary * Other: |
| 🞏 | Take care of logistics. | * Arrange for physical or virtual event space. * Arrange for any necessary audiovisual equipment. * Arrange for any necessary supplies — make assignments or solicit donations from local organizations or businesses. * Other: |
| 🞏 | Lights, camera, action! | * Make sure everyone knows in advance what to do and where to go on the day of the event. * Have everyone arrive early so they’re ready to start on time. * Have fun! Live events rarely go perfectly. Expect the unexpected and go with the flow. * Other: |
| 🞏 | Evaluate the event. | * How will you measure event success — student participation, size of audience, attendance, audience ratings or feedback, other? * What evaluation tool(s) will you use to measure success — surveys, feedback forms, reflection opportunities, postevent discussion, other? * Who’ll participate in evaluations — students, staff, families, the public? * How and when will you share the evaluation results, and with whom? * Other: |
| 🞏 | Conduct follow-up communications. | * Who’ll get a postevent report — the press, project administration, partners, students, families, others? * Who’ll get thank-you notes, and who’ll write and send the notes? * How can you use follow-up communications to (a) highlight student and program accomplishments and (b) preview a related or upcoming activity? * Other: |



This resource was developed in 2024, and revised in 2025, by the Nita M. Lowey 21st Century Community Learning Centers (21stCCLC) National Technical Assistance Center (NTAC), funded under a grant from the U.S. Department of Education (Department) and administered by Synergy Enterprises, Inc. under Cooperative Agreement No. 287E230009 with the Department’s Office of Elementary and Secondary Education. Opinions expressed herein do not necessarily reflect the position or policy of the Department, nor does mention of trade names, commercial products, or organizations imply endorsement by the Department or the federal government. This resource is in the public domain and is available at [21stcclcntac.org](http://www.21stcclcntac.org). Authorization to reproduce it in whole or in part is granted.