

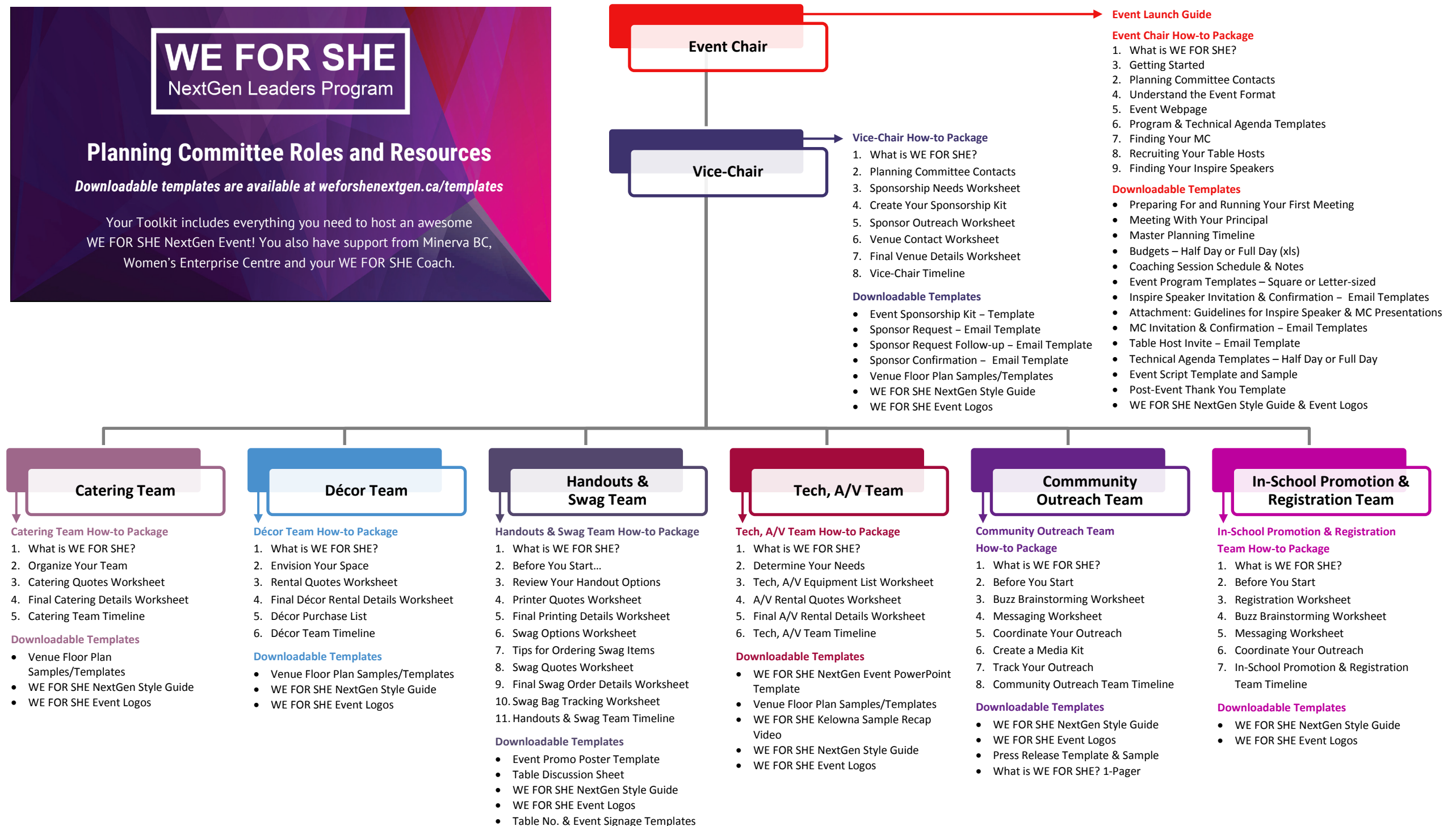
WE FOR SHE

NextGen Leaders Program

Planning Committee Roles and Resources

Downloadable templates are available at weforshenextgen.ca/templates

Your Toolkit includes everything you need to host an awesome WE FOR SHE NextGen Event! You also have support from Minerva BC, Women's Enterprise Centre and your WE FOR SHE Coach.



Event Chair

Event Launch Guide

Event Chair How-to Package

1. What is WE FOR SHE?
2. Planning Committee Contacts
3. Getting Started
4. Understand the Event Format
5. Event Webpage
6. Program & Technical Agenda Templates
7. Finding Your MC
8. Recruiting Your Table Hosts
9. Finding Your Inspire Speakers

Vice-Chair

Vice-Chair How-to Package

1. What is WE FOR SHE?
2. Planning Committee Contacts
3. Sponsorship Needs Worksheet
4. Create Your Sponsorship Kit
5. Sponsor Outreach Worksheet
6. Venue Contact Worksheet
7. Final Venue Details Worksheet
8. Vice-Chair Timeline

Downloadable Templates

- Event Sponsorship Kit – Template
- Sponsor Request – Email Template
- Sponsor Request Follow-up – Email Template
- Sponsor Confirmation – Email Template
- Venue Floor Plan Samples/Templates
- WE FOR SHE NextGen Style Guide
- WE FOR SHE Event Logos

Downloadable Templates

- Preparing For and Running Your First Meeting
- Meeting With Your Principal
- Master Planning Timeline
- Budgets – Half Day or Full Day (xls)
- Coaching Session Schedule & Notes
- Event Program Templates – Square or Letter-sized
- Inspire Speaker Invitation & Confirmation – Email Templates
- Attachment: Guidelines for Inspire Speaker & MC Presentations
- MC Invitation & Confirmation – Email Templates
- Table Host Invite – Email Template
- Technical Agenda Templates – Half Day or Full Day
- Event Script Template and Sample
- Post-Event Thank You Template
- WE FOR SHE NextGen Style Guide & Event Logos

Catering Team

Catering Team How-to Package

1. What is WE FOR SHE?
2. Organize Your Team
3. Catering Quotes Worksheet
4. Final Catering Details Worksheet
5. Catering Team Timeline

Downloadable Templates

- Venue Floor Plan Samples/Templates
- WE FOR SHE NextGen Style Guide
- WE FOR SHE Event Logos

Décor Team

Décor Team How-to Package

1. What is WE FOR SHE?
2. Envision Your Space
3. Rental Quotes Worksheet
4. Final Décor Rental Details Worksheet
5. Décor Purchase List
6. Décor Team Timeline

Downloadable Templates

- Venue Floor Plan Samples/Templates
- WE FOR SHE NextGen Style Guide
- WE FOR SHE Event Logos

Handouts & Swag Team

Handouts & Swag Team How-to Package

1. What is WE FOR SHE?
2. Before You Start...
3. Review Your Handout Options
4. Printer Quotes Worksheet
5. Final Printing Details Worksheet
6. Swag Options Worksheet
7. Tips for Ordering Swag Items
8. Swag Quotes Worksheet
9. Final Swag Order Details Worksheet
10. Swag Bag Tracking Worksheet
11. Handouts & Swag Team Timeline

Downloadable Templates

- Event Promo Poster Template
- Table Discussion Sheet
- WE FOR SHE NextGen Style Guide
- WE FOR SHE Event Logos
- Table No. & Event Signage Templates

Tech, A/V Team

Tech, A/V Team How-to Package

1. What is WE FOR SHE?
2. Determine Your Needs
3. Tech, A/V Equipment List Worksheet
4. A/V Rental Quotes Worksheet
5. Final A/V Rental Details Worksheet
6. Tech, A/V Team Timeline

Downloadable Templates

- WE FOR SHE NextGen Event PowerPoint Template
- Venue Floor Plan Samples/Templates
- WE FOR SHE Kelowna Sample Recap Video
- WE FOR SHE NextGen Style Guide
- WE FOR SHE Event Logos

Community Outreach Team

Community Outreach Team How-to Package

1. What is WE FOR SHE?
2. Before You Start
3. Buzz Brainstorming Worksheet
4. Messaging Worksheet
5. Coordinate Your Outreach
6. Create a Media Kit
7. Track Your Outreach
8. Community Outreach Team Timeline

Downloadable Templates

- WE FOR SHE NextGen Style Guide
- WE FOR SHE Event Logos
- Press Release Template & Sample
- What is WE FOR SHE? 1-Pager

In-School Promotion & Registration Team

In-School Promotion & Registration Team How-to Package

1. What is WE FOR SHE?
2. Before You Start
3. Registration Worksheet
4. Buzz Brainstorming Worksheet
5. Messaging Worksheet
6. Coordinate Your Outreach
7. In-School Promotion & Registration Team Timeline

Downloadable Templates

- WE FOR SHE NextGen Style Guide
- WE FOR SHE Event Logos