

# READ INTO MY FUTURE EVENT PLANNER

Use this Planner to make sure that all of the many details leading up to the **Read Into My Future** event are assigned and completed on time.

**NOTE:** All materials in **bold** are available on [intomyfuture529.com](http://intomyfuture529.com)

## EVENT DETAILS

**Organization** \_\_\_\_\_ **Event Date** \_\_\_\_\_  
**Coordinator** \_\_\_\_\_ **Event Location** \_\_\_\_\_  
**Phone Number** \_\_\_\_\_ **Description of Event** \_\_\_\_\_

	ACTION ITEM	TEAM MEMBER	DUE DATE
EDUCATE	Send <b>letter</b> to families explaining the event		
	Add <a href="http://intomyfuture529.com">intomyfuture529.com</a> link to organization’s website		
	<b>Schedule a 529 representative</b> for informational workshop		
	Schedule and promote <b>“Enrollment Night”</b> (if necessary)		
	Distribute <b>“How to Enroll” factsheet</b>		
PROMOTE	Order/download <b>posters</b> ; hang them up		
	Schedule regular volunteer/committee meetings		
	Plan “saving for college” <b>activities</b> for the children		
	Send out <b>reminders</b> to families		
PREPARE	Arrange for refreshments		
	Purchase supplies (balloons, signs, etc)		
	Schedule volunteers		
	Alert the media		
READ!	Prepare the location (tables, signs, trashbags)		
	Hand out <b>certificates</b> to children		
	Remind children about pledge <b>“thank you” notes</b>		
	Let us know how it all went!		