Trunk or Treat Ideas: How to Organize a Successful Event

Planning the Event

[ ]   Set a clear event goal and theme.

[ ]   Choose a suitable date and time.

[ ]   Select and secure a location or venue.

[ ]   Create a detailed budget with contingency funds.

[ ]   Arrange permits, insurance, and other legal requirements.

Building Your Team

[ ]   Assemble a team and delegate tasks.

[ ]   Organize volunteers or staff for setup and cleanup.

Promotion and Outreach

[ ]   Promote the event through flyers, social media, and email.

[ ]   Set up an RSVP system or ticketing process.

Day-of Preparation

[ ]   Prepare a checklist for event-day logistics.

[ ]   Plan for safety, accessibility, and first aid.

Post-Event Wrap-Up

[ ]   Gather feedback after the event to improve future planning.