

Community service is noble work -- but it often wouldn't happen without the substantial legwork that takes place behind the scenes. Communicate the event through all feasible means, such as news releases, direct mail, personal invitations, posters, website announcements and through various social media outlets. Organizing a community service event is a multi-faceted endeavor, and it is the chairperson's responsibility to attend to every detail. Advance planning is crucial, involving everything from setting goals to delegating tasks. For budgeting purposes, note whether each item will be donated or purchased. Through either written communication or personal presentations, invite potential partners -- such as possible event sponsors -- to participate in the event. Complete a proposed budget indicating all anticipated income and expenses. Devise an alternate plan in case something goes wrong -- it never hurts to have a Plan B. Describe potential problems (such as bad weather) that could hamper successful completion of the project. Pinpoint the project's specific goals and make sure they are measurable. Measurable goals will help you evaluate the event after it is over. Recruit volunteers to fill these positions. Incorporate all the resources, materials and supplies from your list into the expense budget. Be sure that the value of donated items is reflected in the budget. If you address a list of components ahead of time, you increase the likelihood that your event will be successful. Outline staffing needs. Consider the primary reason why the project is needed.