Event/Activity tasks–CHECKLIST

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| --- | --- |
| tasks: | done |
| pre-event: |  |
| fill out event plan template |  |
| fill out budget template |  |
| Reach out to speaker(s) |  |
| Book Speaker(s) |  |
| Research and book venue/meeting space |  |
| Reach out to others for help (if applicable) and create a team |  |
| prepare draft invitation message to members |  |
| fill out and submit better together funding request form |  |
| receive approval |  |
| 10 days before event: |  |
| Advertise your event |  |
| book audio visuals (if applicable) |  |
| prepare presentation materials (PPT, handouts, speakers notes) |  |
| assign tasks to your team (if applicable) |  |
| 7 days before event: |  |
| Send Invitation to members |  |
| 5 days before event: |  |
| Confirm attendance of members |  |
| practice your presentation or review the speakers notes |  |
| Reach out to the Mobilization team to review your plan |  |
| ensure you have all materials and handouts ready |  |
| draft thank you message for attendees |  |
| Day before event: |  |
| Send reminder email to confirmed participants |  |
| Day of event: |  |
| practice your presentation or review the speakers notes |  |
| place the space for maximum engagement and visibility |  |
| ask members to sign the attendancE form |  |
| take note of important questions or comments that should be shared with the mobilization team |  |
| thank your team for their help |  |
| post-event: |  |
| send thank you message to attendees |  |
| update your budget template to reflect real costs –attach receipts |  |
| fill out post-event feedback form |  |
| submit the following to the mobilization team:   * budget –must attach receipts * feedback form * attendance list   \*\*we encourage you to request a debrief with a member of the mobilization team |  |