



## EVENT CHECKLIST

TASKS:	DONE
<b>PRE-EVENT:</b>	
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 DO BETTER FUNDING REQUEST FORM	
RECEIVE APPROVAL	
<b>10 DAYS BEFORE EVENT:</b>	
ADVERTISE YOUR EVENT	
BOOK AUDIO VISUALS (IF APPLICABLE)	
PREPARE PRESENTATION MATERIALS (PPT, HANDOUTS, SPEAKERS NOTES)	
ASSIGN TASKS TO YOUR TEAM (IF APPLICABLE)	
<b>7 DAYS BEFORE EVENT:</b>	
SEND INVITATION TO MEMBERS	
<b>5 DAYS BEFORE EVENT:</b>	
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	
<b>DAY BEFORE EVENT:</b>	
SEND REMINDER EMAIL TO CONFIRMED PARTICIPANTS	
<b>DAY OF EVENT:</b>	
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	
<b>POST-EVENT:</b>	
SEND THANK YOU MESSAGE TO ATTENDEES	
UPDATE YOUR BUDGET TEMPLATE TO REFLECT REAL COSTS —ATTACH RECEIPTS	
FILL OUT POST-EVENT FEEDBACK FORM	
<b>SUBMIT YOUR BUDGET AND ATTENDANCE LIST TO THE MOBILIZATION TEAM.</b>	
<b>**WE ENCOURAGE YOU TO REQUEST A DEBRIEF WITH A MEMBER OF THE MOBILIZATION TEAM</b>	