

Dane County Timebank Event Planning Guide

Thank you for planning a Timebank welcome event! We hope this binder will be a helpful guide for completing the necessary steps. If you have any questions at any point during this process, do not hesitate to contact Stephanie Rearick, Director of the Dane County Timebank:

Stephanie Rearick
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(608) 443-8229

This binder contains the following:

1. **Two different checklists.** Feel free to use a copy of each checklist to help you plan:
 - a) **Master Checklist:** Includes important steps to achieve weeks prior to the event, on the day of the event, and after the event
 - b). **Volunteer Checklist:** Includes suggestions and considerations for organizing a team of volunteers to earn Time Dollars for helping at the event
2. **Examples of printed materials** you may need for the event. These materials, along with the Timebank video and other items, are stored in a supply box which you can pick up from Stephanie.
3. **A press coverage guide** (only applicable when planning large or otherwise significant events)

Thanks again for planning an event. We hope it goes very well!

Carol Hart, Diane Brown, Ben Schumaker
Timebank Members
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