

MASTER CHECKLIST

It is helpful to read through this entire checklist before beginning the planning process

3-4 WEEKS BEFORE EVENT

1. _____ Determine the purpose and format of the event

Will there be an informational meeting, orientation meeting, and/or member meeting? If planning multiple meetings, you may want to schedule a “break out” session in which the whole group breaks out into different rooms for the various meetings

Will the event include a meal, snacks, or beverages?

How many people would you like to attend? This will influence how many volunteers and how much food you will need (see Volunteer Checklist)

Decide who will facilitate and/or give presentations at each of the meetings (Kitchen Cabinet members are good at this)

2. _____ Pick a date and time

Weekday evenings work well. Sometime between 6:00 - 8:00 is recommended

It is good to schedule the meetings to be no longer than one hour

If planning time for food and fellowship, make sure it is distinctly separated from the meeting itself. For example, food and fellowship can be scheduled from 6:00-6:30, and the meeting from 6:30-7:30.

3. _____ Secure a space

Try to find a location on or near a busline

Make sure it is accessible for people with disabilities

Make sure there is enough space for the amount of people who will attend

If presenters would like use of the internet, try to find a location with a wireless connection, such as the public library

If applicable, arrange to pick up keys for opening the facility

If applicable, submit a deposit

4. _____ Carry out publicity

Volunteers can help with this (see Volunteer Checklist)

Get the word out through multiple channels (flyers; phone; email; bulletin boards at local stores; neighborhood, school, and church newsletters)

There is a sample flyer available for download at www.danecountytimebank.org

Make sure to mention whether childcare will be offered at the event (see Volunteer Checklist)

If decided that the event should receive press coverage, see the “Press Coverage Guide” in this binder

You may decide to ask people to register or RSVP for the meeting so that you know how many people to expect

2 WEEKS BEFORE EVENT:

5. _____ Assemble your volunteer team

Members can earn Time Dollars for helping

See the Volunteer Checklist in this binder for more information

6. _____ **Line up audio/visual equipment**

The presenters may need a TV/VCR to show the Timebank video and/or an overhead projector to show a transparency of the Timebank website. They may also want a laptop computer with which to show the website if there is an internet connection at the meeting site. Talk with presenters and/or Stephanie Rearick to coordinate this.

2-3 DAYS BEFORE EVENT:

7. _____ **Make reminder calls to your volunteer team**

DAY OF EVENT:

8. _____ **Make sure you have keys and access to the building!**

9. _____ **Arrive 30-60 minutes early with volunteers to set-up and clean**

Arrange chairs or tables so that people will have an easy time listening to the presentation

Put a table near the entrance and lay out all of the materials in the supply box (examples in the plastic sleeve in this binder)

10. _____ **Have 2 attendants at the table to “meet and greet” people when they arrive**

If having food, people can start eating as soon as they arrive

11. _____ **When people finish eating, they can stay seated and presenters begin on time**

12. _____ **When meeting is concluded, volunteers start cleaning up**

The meeting place should look like how it was found (which may involve rearranging chairs and tables, sweeping, cleaning, etc)

If applicable, wash dishes

WITHIN 1 WEEK AFTER THE EVENT:

13. _____ **Send a thank you card to the facility where the event took place**

14. _____ **Return the binder and supply box to Stephanie along with your suggestions for how to improve events and/or Timebank**

CONGRATULATIONS ON A JOB WELL DONE!