

The following offers a checklist of some tasks and activities to help you organize and deliver a successful community event.

ACTIVITY AREA	SPECIFIC ACTIVITIES	DESCRIPTION	WHO IS RESPONSIBLE
CONVENING	Invitation	<div><input type="checkbox"/> Identify stakeholders</div> <div><input type="checkbox"/> Identify invitation, purpose and core question</div> <div><input type="checkbox"/> Write invitation text (including venue, organizing team)</div> <div><input type="checkbox"/> Graphically design the invitation</div> <div><input type="checkbox"/> Send invitation (through mailing lists and other means)</div> <div><input type="checkbox"/> Identify other invitation processes to create interest for all stakeholder groups, e.g., make an announcement at a school assembly or in focus groups, attend other meetings, communicate by word of mouth, etc.</div>	
	Organizing / Hosting Team Meetings	<div><input type="checkbox"/> Schedule organizing/hosting team meetings</div> <div><input type="checkbox"/> Set a clear method of team communication, e.g. Whatsapp, Telegram, e-mail, Basecamp, etc.</div>	
	Registration	<div><input type="checkbox"/> Create a physical or online sign up form that includes all contact details of the participant, and space for them to indicate special requirements, such as any disabilities, dietary requirements, allergies, etc.</div> <div><input type="checkbox"/> Email a confirmation of registration to everyone who signs up</div>	
	Venue	<div><input type="checkbox"/> Explore potential venues</div> <div><input type="checkbox"/> Book a venue</div> <div><input type="checkbox"/> Discuss event/hosting needs with venue manager</div> <div><input type="checkbox"/> Ensure setup day before, and that the space will not be used in the evenings for other groups</div>	
	Welcome Letter	<div><input type="checkbox"/> Write a letter that welcomes participants and tells them all the necessary information about what they need to prepare and bring</div> <div><input type="checkbox"/> Include a draft of the meeting program with start times, etc., with the letter</div>	
	Materials and Equipment	<div><input type="checkbox"/> Ensure all necessary equipment is ordered and plan pick-ups and drop-offs</div> <div><input type="checkbox"/> Ensure all materials are ordered</div>	
	Children's Corner	<div><input type="checkbox"/> Organize a supervised children's corner if required</div>	
	Participant Packs & Gift	<div><input type="checkbox"/> Put together folders or bags with the meeting program, pens, etc.</div>	



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COMMUNICATIONS	Identity/Logo for the Event	<input type="checkbox"/> Agree on the identity/logo of the event <input type="checkbox"/> Design the event logo (if not using an existing one)	
	Social Media Presence/ Event Page or Profile	<input type="checkbox"/> Event set up and sent to all contacts	
	Website	<input type="checkbox"/> Update website with event invitation Email a confirmation of registration to everyone who signs up	
	Newsletters	<input type="checkbox"/> Write article	
	Share through other community groups and places	<input type="checkbox"/> Speak to chairpersons of community groups, etc.	
ECONOMY & BUDGET	Budget	<input type="checkbox"/> Prepare budget with all forecasted costs <input type="checkbox"/> Update with actual costs <input type="checkbox"/> Communicate forecasted under or overspend	
	Sponsorship & Fund Raising	<input type="checkbox"/> Identify sponsors <input type="checkbox"/> Create a fundraising plan if needed <input type="checkbox"/> Implement fundraising and achieve target	
CATERING & REFRESHMENTS	Organize Refreshments & Lunch Catering	<input type="checkbox"/> Plan meals according to participants' dietary needs and potential allergies <input type="checkbox"/> Organize refreshments with coffee, tea, juice, fruit, cookies, nuts, etc. (one in the morning and one in the afternoon) <input type="checkbox"/> Organize caterers for drop-off and pick-ups	
HARVESTING	Plan Harvesting	<input type="checkbox"/> Clarify what we would like to harvest, before, during, and after the event and for what purpose it will be used <input type="checkbox"/> Identify different harvesting methods, e.g., online, during the event, etc. <input type="checkbox"/> Host the harvesting during the event <input type="checkbox"/> Create harvesting records of the event that can be used for internal and external communications, e.g., report, video, photos, etc. <input type="checkbox"/> Plan all follow-up actions	
EVENT DESIGN, PREPARATION & DELIVERY	Host Meetings and Pre-event Preparation Day(s)	<input type="checkbox"/> Design the event according to the purpose and plans for harvesting <input type="checkbox"/> Agree upon who is going to host which sections of the event	
FOLLOW -UP	Plan and Implement Follow-up	<input type="checkbox"/> Meet as an organizing team to plan follow-up actions <input type="checkbox"/> Ensure harvest is complete and disseminated to participants <input type="checkbox"/> Implement follow-up action plan	