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!