**Sample Check Off List**

***Program***

\_\_\_ Site chosen

\_\_\_ Speakers confirmed

\_\_\_ Targeted audience identified

\_\_\_ Program finalized

\_\_\_ Schedule finalized

\_\_\_Remarks and presentation prepared

\_\_\_ Handouts created

***Media***

\_\_\_ Preliminary/save the date information provided to regional organizations

\_\_\_ SARE Outreach and regional SARE Communications Specialist contacted

\_\_\_ Media outlets identified

\_\_\_ Media calendar with deadlines created

\_\_\_ Social media campaign(s) started

\_\_\_ Press releases, calendar items, invitations to the press and PSAs distributed

***Logistics***

\_\_\_ Budget developed

\_\_\_ Funding/sponsors obtained

\_\_\_ Registration process and fee chosen

\_\_\_ Portable toilets ordered

\_\_\_ AV equipment ordered

\_\_\_Canopies or other shading acquired

\_\_\_Food and beverages ordered or purchased

\_\_\_ Photographers and videographers identified

\_\_\_SARE materials to distribute ordered

\_\_\_Map and schedule created to mail out to participants

\_\_\_ Nametags and other supplies purchased

\_\_\_ Signs with directions created and posted

\_\_\_ Signs for restrooms, parking, registration created and posted

\_\_\_Registration and food/beverage tables set up