Event Checklist

*Look at pages 10-12 of CSN Handbook for more details

Pre-event

- Event date
- Event times
- Event location
  - Cost for location?
  - Insurance needed?
  - Contract for location signed?
- Registration
  - Will the event have a registration fee?
  - Do you need to set up online registration?
- Cost considerations
  - Location
  - Food
  - T-shirts/merchandise
  - Materials

Promoting the event

- **Social Media** *be sure to follow up, posting updates and reminders about the event*
  - Facebook and Twitter
    - On your group page/account
    - On your personal page/account
  - Create a Facebook Event page

- With the National Fragile X Foundation
  - **Submit online form for:**
    - Website listing
    - Social media push
    - Email blast
  - Post-event social media form

- Locally
  - Press release for local newspaper
  - Contact local radio & tv stations for interviews
  - Hang flyers at local businesses
During the event
- Take lots of photos:
  - Candid
  - Posed
  - Action shots
- Make note of any interesting happenings
- Record or estimate the number of attendees at your event

Post-event
- Event thank you’s
  - Donors
  - Volunteers
- Event wrap up/recap
  - Social Media
    - On your group page/account
    - Submit post-event social media form to National
      - Post pictures from the event
  - With the NFXF
    - Fill out the Post event form & return to RL within 3 days
  - Write up for local newspaper
    - Letter to the editor
    - Article about the event, include pictures