
PLANNING CHECKLIST

Public Launch

- Event location secured (including event insurance)
- Sound system
- Speaker podium
- Screen and projector (if needed)
- Refreshments or a meal
- Agenda (copies or a large display)
- Speaker/performers confirmed
- “Stage manager” volunteer to move program along
- Volunteers - schedules and coordinator
- Check in table materials and staff
- Displays
- Activities (wall displays or other ideas for helping people express themselves about the issue)
- Recycling/compost bins and signs
- Reusable or compostable plates, utensils, cups
- Water bottle filling station