

# EVENT CHECKLIST

We want to help you have a successful event! This checklist will help you organize the steps and also tells you what support Green Top's outreach can provide. If you think of additional items future hosts may find valuable, please let us know and we'll add them!

## Green Top & Host Together

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- Schedule a pre-event meeting to discuss date, time, location & theme
- Pick a mutually agreeable date
- Agree on presentation style (*Typically a 40 minute power point with Q&A, but other variations can be arranged to meet your needs.*)
- Approve details on any custom print materials
- Determine whether you'll need the reusable dishes GTG owns
- Schedule a post-event meeting to discuss how it went and any GTG follow-up needed

## Green Top To-Do List

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- Promote event on Facebook (if public)
- Design for any specific print materials not already included in this toolkit
- Bring re-usable dishes if needed
- Supply owner brochures, applications, display materials
- Bring a laptop for online sign up
- Attend the event & speak on behalf of GTG
- Items available upon request: tent, tables, chairs

*(continued)*

## Host To-Do List

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- Make invitation list or determine target audience
- Decide means of invitations or promotional materials (print, email, facebook, etc.)
- Work with GTG to create invitation, if provided templates won't work for any reason
- Invite guests and/or promote event
- Get decorations (optional)
- Refreshments (optional)
- Plan brief introduction of GTG liaison to the group. Also consider starting the event by telling 'your story' of why you became an owner.
- Utilize suggested follow-up guidelines.
- Coordinate with your Outreach liaison to follow-up with individual attendees to answer any further questions, assist them with paperwork, etc.
- Wash GTG reusable dishes (if used) and coordinate their return.