Generic Task List for League Events

***Before the Events***

|  |  |  |  |
| --- | --- | --- | --- |
| **TASK** | **DEADLINE** | **OWNER** | **NOTES** |
| Secure venues and technology |  |  |  |
| Secure speaker, panelists, or distribution rights |  |  |  |
| Create web page |  |  |  |
| Save the Date Email |  |  |  |
| Post Info on FaceBook; create FB event |  |  |  |
| Create Invite Flyer (PDF) |  |  |  |
| Distribute Flyers (libraries, senior/retirement centers, community centers, other?) |  |  |  |
| Secure/update media list |  |  |  |
| Draft & Send Press Release |  |  |  |
| Ask allies to circulate information/flyer |  |  |  |
| Post on Community Calendars |  |  |  |
| Create program – Run of show/LWVME info/ connection between film and LWVME priorities |  |  |  |
| Evaluation Form |  |  |  |

***At the Events***

|  |  |  |  |
| --- | --- | --- | --- |
| **TASK** | **DEADLINE** | **OWNER** | **NOTES** |
| Banners  Brochures  Sign-in sheet |  |  |  |
| League members to serve as “hosts” and answer questions about the League |  |  |  |
| Point person to welcome guests |  |  |  |

***After the Events***

|  |  |  |  |
| --- | --- | --- | --- |
| **TASK** | **DEADLINE** | **OWNER** | **NOTES** |
| Follow-up call |  |  |  |
| Enter non-LWVME attendees in database as prospects |  |  |  |
| Send follow-up email and other follow-up with potential members |  |  |  |
| Other follow-up related to producers requests |  |  |  |