

# PARENTS/GUARDIANS P L A N N I N G

## TIMELINE AND TASKS LIST

### One Month Before Event

- ☐ Sign and return the *Make A Pledge* commitment form
- ☐ Secure a copy of the *Someone You Love: The HPV Epidemic DVD*
- ☐ Watch the DVD
- ☐ Choose a date and time for the event (film runs 80 minutes)
- ☐ Reserve event venue and equipment for film viewing
- ☐ Confirm facilitator and panel members
- ☐ Confirm post-event discussion panel members
- ☐ Create an event flyer (*see guide for template*)
- ☐ Plan for how you will promote your event (Facebook, Twitter, radio ads, flyers, posters, invitations)

### Three Weeks Before Event

- ☐ Find volunteers
- ☐ Customize promotional pieces (*see guide for templates*)
- ☐ Create an event program (*see guide for template*)
- ☐ Promote your event using press release, radio ad, websites, Facebook, Twitter, posters, flyers (*see guide for templates*)
- ☐ Invite family and friends

### Two Weeks Before Event

- ☐ Check-in with facilitator and panel members
- ☐ Prepare materials for information table and print handouts
- ☐ Secure snacks and beverages (*optional*)

### One Week Before Event

- ☐ Email reminder to volunteers
- ☐ Promote event one last time
- ☐ Print sign-in sheet
- ☐ Print pre/post surveys (one each per attendee)
- ☐ Print Host Feedback Form
- ☐ Print question cards for panel
- ☐ Practice opening and closing remarks
- ☐ Check in with venue to assure proper setup

### Day of the Event

- ☐ Arrive early at venue
- ☐ Bring handouts for informational table
- ☐ Check A/V equipment – familiarize yourself with the equipment and room lighting controls
- ☐ Enjoy the film and have a great discussion!

### After the Event

- ☐ Fill out the Host Feedback Form
- ☐ Mail pre/post surveys and Host Feedback Form
- ☐ Send thank you notes to guest speakers, committee members and partners
- ☐ Using the sign-in sheet, consider sending guests emails within 2-3 days of your event, remind them of calls to action and to sign-up for our email list at <https://someoneyouloveohio.org>
- ☐ Send photos from the viewing along with testimonials, noteworthy moments and feedback from the *Someone You Love* event to <https://someoneyouloveohio.org>