

OLDER ADOLESCENTS/YOUNG ADULTS

PLANNING

TIMELINE AND TASKS LIST

Two –Three Months Before Event

- ☐ Form a committee of those interested/involved in cancer prevention or adolescent health
- ☐ Secure a copy of *Someone You Love: The HPV Epidemic* and watch DVD
- ☐ Choose a date and time for the event (the film runs approximately 80 minutes)
- ☐ Reserve event venue and equipment for film viewing
- ☐ Confirm facilitator and panel members
- ☐ Confirm post-viewing discussion and share DVD with moderator and 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)

Six 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 groups to attend

Two Weeks Before Event

- ☐ Check in with committee members, moderator 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 Host Feedback Form and mail along with pre/post surveys
- ☐ Send thank you notes to guest speakers, committee members and partners
- ☐ Consider sending guests emails within 2-3 days of your film viewing event, remind them of local facilities and available resources to get HPV vaccination, if needed.
- ☐ Consider sending photos along with testimonials, noteworthy moments, and feedback from <https://someoneyouloveohio.org>
- ☐ Send photos along with testimonials, noteworthy moments, and feedback from the Someone You Love event to <https://someoneyouloveohio.org>