

BEFORE THE EVENT

- Create a supplies budget and funding plan.
- Select a date and time for the event.
- Select a Location.
- Create the Event Floor Plan for your event.
- Develop a Numbering System to keep track of Contributors and their Items.
- Prepare for the Welcome Station.
- Prepare for the Information Station.
- Prepare for the Copying Station.
- Prepare for the Community Tables (optional).
- Schedule and host an Event Orientation and Training Session.
- Plan for feeding the Project Team.

AT THE EVENT

- Set up event space, break room, and outdoor signage.
- Volunteers arrive and attend the Opening Meeting.
- Volunteers divide into station teams and practice.
- Open the doors to the public.
- Secure and package collection-related materials for delivery to the Digital Preservation Specialist.
- Clean up the event space.

AFTER THE EVENT

- Acknowledge everyone who made the event possible.
- Conduct an event debrief with the Coordinators.
- Collect feedback from the Event Working Group.