BEFORE THE EVENT

☐ Review Project Team discussions from the Ensuring Inclusiveness workshop.

☐ Use the Defining Community Questionnaire to consider the community in multiple aspects.

☐ Share the findings from the Defining Community Questionnaire with the Project Team.

- Your Community Definition:

  _____

  _____

  _____

☐ Work with the Event Coordinator to adapt the Event Registration and Permission Form.

☐ Work with the Event Coordinator on the event floor plan to make the community visible at the event.

AT THE EVENT

☐ Let the community shine.

☐ Track community attendance at the event.

AFTER THE EVENT

☐ Review data from the Event Registration and Permission Form.

☐ Gather feedback from event participants.