

BEFORE THE EVENT

- Designate a Digital Preservation Specialist.
- Select your Digital Preservation Storage Platforms.
- Prepare two portable USB external hard drives for use during the event and preservation.
- Create an Event Email Address for digital contributions at the Copying Stations.
- Download and install digital preservation software and tools.

AT THE EVENT

- Conduct a Mid-Day Backup from Copying Stations to the Event Hard Drive.
- Conduct an End-of-Day Backup from Copying Stations to the Event Hard Drive.
- Store the Event Hard Drive.
- Gather and store the completed Event Registration and Permission Forms from the Welcome Station Captain.
- Gather and store the completed Descriptive Information Forms from the Copying Station Captain.

AFTER THE EVENT

- Organize the paperwork gathered from the Welcome Station and the Copying Station.
- Gather and save all Items that were emailed to the designated Event Email Address.
- Prepare to copy files from the Event Hard Drive to the Digital Preservation Hard Drive.
- Copy the *preservation-copies-f0* folder to the Digital Preservation Hard Drive.
- Remove duplicate files from the Copying Station folders.

AFTER THE EVENT, CONTINUED

- Consolidate Items from *Copying Backups2 End-of-Day* folder and Email Items folder in the *all-items* folder.
- Move digitized forms and paperwork to the *metadata* folder.
- Confirm and delete empty folders from the Digital Preservation Hard Drive.
- Create Production Copies of files.
- Make any necessary edits to Production Copies.
- Copy final Production Copies to *event#-YYYYMMDD-event-name* folder on the Event Hard Drive.
- Deliver the Event Hard Drive to the Online Access Specialist.
- Add any revised or additional files provided by the Collection Coordinator to the Digital Preservation Hard Drive.
- Add copies of the completed spreadsheets to the Digital Preservation Hard Drive.
- Convert PDF files to PDF/A files in the *all-items* folder on the Digital Preservation Hard Drive.
- Prepare to copy all your files from the Digital Preservation Hard Drive to your Digital Preservation Storage Platform(s).
- Copy *event#-YYYYMMDD-event-name* folder to your two designated Digital Preservation Storage Platforms.
- Create a digital stewardship plan for your digital collection.