

## BEFORE THE EVENT

- Designate an Online Access Specialist and a Data Entry Volunteer.
- Select your Online Access Platform.
- Match the Event Registration and Permission Spreadsheet and Descriptive Information Spreadsheet to your forms.
- Develop a takedown policy and standard rights statement for Items in your digital collection.

## AT THE EVENT

- Share information about where the collection will be posted online.

## AFTER THE EVENT

- Prepare for data entry.
- Enter information collected on each Event Registration and Permission Form into the Event Registration and Permission Spreadsheet.
- Enter information collected on each Descriptive Information Form into the Descriptive Information Spreadsheet.
- Confirm there is a unique digital Item associated with each Item in the Descriptive Information Spreadsheet.
- Send copies of the completed spreadsheets to the Digital Preservation Specialist for preservation.
- Post the collection online.
- After your collection is posted to the digital repository, share the link to the collection with the Community Coordinator.