After the event, timelines can vary widely. A Project Team and Collecting Organization with robust resources may be able to process the entire collection within a week. Other Project Teams may require four months to complete the work necessary to post the collection online. The RoPA Developers broke down the After the Event timelines into two parts: a Logistics and Community Engagement Timeline for the three coordinators and a Collections Processing Timeline for the Digital Preservation Specialist and the Online Access Specialist. Everyone involved will need to work towards the goal of posting the collection online and sharing it with the public.

LOGISTICS AND COMMUNITY ENGAGEMENT TIMELINE
The three coordinators can begin some of these tasks immediately following the event. Other tasks will need to wait until the collection is posted online, generally two to four months after the event.

1+ weeks after the event

Community Coordinator
Coordinating Logistics
☐ Conduct an event debrief with the other coordinators.

Engaging Participants
☐ Determine who attended the event, how they are connected to the community, and how they heard about the event.
☐ Review and share media coverage of the event.
☐ Thank Contributors.

Event Coordinator
Coordinating Logistics
☐ Acknowledge (and thank) everyone who made the event possible.
☐ Collect feedback from the Event Working Group.
☐ Conduct an event debrief with the other coordinators.

Collection Coordinator
Coordinating Logistics
☐ Notify Copying Station Captain to Remove copies of emails from laptops.
☐ Conduct an event debrief with the other coordinators.

Copying Items
☐ Remove files from Copying Station computers.

1 month after the event

Community Coordinator
Ensuring Inclusiveness
☐ Evaluate your event through a Cultural Competence lens.

Defining Community
☐ Review data from Event Registration and Permission Form.
☐ Gather feedback from event participants.

<u>*Collection Coordinator*</u>
  Obtaining Permissions
  ☐ Assist with troubleshooting collection-related questions.

  Describing Items
  ☐ Assist with troubleshooting collection-related questions.

  Copying Items
  ☐ Assist with troubleshooting collection-related questions.

2 to 4 months after the event

<u>*Community Coordinator*</u>
  Engaging Participants
  ☐ Notify Contributors when the Collection is available.

  Sharing the Collection
  ☐ Implement the Publicity Plan when the Collection is available.

<u>*Collection Coordinator*</u>
  Putting the Collection Online/Preserving the Collection
  ☐ Be available to assist the Digital Preservation Specialist and Online Access Specialist as needed.

5 months after the event

<u>*Community Coordinator*</u>
  Sharing the Collection
  ☐ Work with the Collection Coordinator to host a Collection Showcase and Interpretive Planning meeting.

<u>*Collection Coordinator*</u>
  Sharing the Collection
  ☐ Work with the Community Coordinator to host a Collection Showcase and Interpretive Planning meeting.

6+ months after the event

<u>*Community Coordinator*</u>
  Sharing the Collection
  ☐ Produce project(s) for interpreting and understanding the Collection.

COLLECTION PROCESSING TIMELINE

The Digital Preservation Specialist and Online Access Specialist can work concurrently to begin the first set of tasks immediately following the event. However, the second set of tasks will need to be completed by the Online Access Specialist before the final set of tasks can begin. Depending on your Project Team's resources and available time, this work can be finished in a week or take up to four months. All tasks will need to be completed within four months of your event to share the collection in a timely manner.

First set of tasks

Digital Preservation Specialist
> *Preserving the Collection*
> - ☐ Organize the paperwork gathered from the Welcome Station and the Information 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.
> - ☐ Consolidate Items from Copying Backups2 End-of-Day folder and Email Items 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 Event Hard Drive to Online Access Specialist.

Online Access Specialist
> *Putting the Collection Online*
> - ☐ Prepare for data entry:
>   - ☐ Review data entry handouts and spreadsheets.
>   - ☐ Digital Preservation Specialist delivers the Event Hard Drive to Online Access Specialist.

Second set of tasks

Online Access Specialist
> *Putting the Collection Online*
> - ☐ 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 on the Descriptive Information Spreadsheet.
> - ☐ Confirm there is a unique digital Item associated with each Item on the Digital Information Spreadsheet.
> - ☐ Send copies of the completed spreadsheets to the Digital Preservation Specialist for preservation.

Third set of tasks

Digital Preservation Specialist
> *Preserving the Collection*
> - ☐ 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 the Digital Preservation 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.

<u>*Online Access Specialist*</u>
Putting the Collection Online
- [ ] Post the collection online.
- [ ] Share the collection link with the Community Coordinator.