|  | **Community Coordinator** | **Event Coordinator** | **Collection Coordinator** |
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| **6+ months before the event** | Build your team and get started:   * Familiarize yourselves with the RoPA modules, especially in the Getting Started section; * Begin assembling a Project Team; * Identify the three team leaders: Community Coordinator, Event Coordinator, Collection Coordinator; * Hold a meeting with the three coordinators to confirm roles and responsibilities; * Establish a project timeline; and * Create a supplies budget and funding plan. | | |
| **5+ months before the event** | Begin regular meetings of the Community Working Group and identify who is going to be responsible for various tasks.  **Ensuring Inclusiveness**   * Designate a Cultural Competence Workshop facilitator. * Have each team member conduct self-assessments for their unconscious bias and cultural competence. * Hold a Cultural Competence Workshop with your team and create three inclusive goals, one each for the team, event, and collection. * Commit to practicing cultural competence throughout the participatory archiving process. | **Coordinating Logistics**   * Select a date and time for the event. * Select a location. * Identify and reserve any additional equipment, furniture, etc. that will be needed. | **Putting the Collection Online**   * Designate an Online Collection Specialist and a Data Entry volunteer. * Select your Online Access Platform:   + Use an existing digital repository platform;   + Establish a digital repository; or   + Partner with an existing digital repository. * Match the Event Registration and Permission Spreadsheet and the Descriptive Information Spreadsheet to your forms. * Develop a takedown policy and a standard rights statement. |
|  | **Community Coordinator** | **Event Coordinator** | **Collection Coordinator** |
| **4+ months before the event** | **Defining Community**   * Use the Defining Community Questionnaire to consider the community in multiple aspects. * Share the findings of the Defining Community Questionnaire with the Project Team. * Work with the Event Coordinator and the Collections Coordinator to adapt the Event Registration and Permission Form to gather information about attendees.   **Collecting Stories**   * Identify, assess, and take stock of existing resources. * Hold a Collecting Stories Meeting. * Consider additional activities to enhance understanding of the theme at the event. |  | **Preserving the Collection**   * Designate a Digital Preservation Specialist. * Select your Digital Preservation Storage Platforms (*a minimum of 2*). * Prepare 2 portable USB 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.   **Coordinating Logistics**   * Develop a numbering system to keep track of Contributors and their Items. |
| **3+ months before the event** | **Defining Community**   * Work with the Event Coordinator on the event floor plan to make the community visible at the event.   **Engaging Participants**   * Hold an Outreach Planning Meeting. * Create publicity materials. * Create a social media plan. * Translate promotional material, as needed. * Begin to spread the word within personal, professional, and community networks. | **Coordinating Logistics**   * Work with the Community Coordinator to create a floor plan for the event. | **Sharing the Collection**   * Work with the Community Coordinator to start thinking about interpreting the future digital collection. |
|  | **Community Coordinator** | **Event Coordinator** | **Collection Coordinator** |
| **3+ months before the event, continued** | **Sharing the Collection**   * Create a Publicity Plan to spread the word about the Collection when it is available. * Work with the Collections Coordinator to start thinking about interpreting the future digital collection. |  |  |
| **2+ months before the event** | **Engaging Participants**   * Distribute publicity materials. * Continue to spread the word within personal, professional, and community networks. | **Coordinating Logistics**   * Make a plan for feeding the Project Team at the event. * Arrange for transportation if needed. |  |
| **1+ months before the event** | **Engaging Participants**   * Distribute publicity materials. * Continue to spread the word within personal, professional, and community networks. * Implement social media plan.   **Coordinating Logistics**   * Work with the Event Coordinator to prepare for Community Tables (if using). * Work with the Collection Coordinator to adapt the Descriptive Information Form. * Work with Event Coordinator to recruit volunteers to attend the Event Orientation and Training session and work at the event. | **Coordinating Logistics**   * Work with the Community Coordinator to prepare for Community Tables (if using). * Prepare for the Welcome Station.   + *Confirm equipment availability.*   + *Acquire all supplies and make paperwork copies.*   + *Arrange for paperwork translation if needed.* * Prepare for the Information Station.   + *Confirm equipment availability.*   + *Acquire all supplies and make paperwork copies.*   + *Arrange for paperwork translation if needed.* * Prepare for the Copying Station.   + *Confirm equipment availability.*   + *Acquire all supplies.* | **Coordinating Logistics**   * Work with the Event Coordinator to designate a Welcome Station Captain. * Work with the Event Coordinator to designate an Information Station Captain. * Work with the Event Coordinator to designate a Copying Station Captain. |
|  | **Community Coordinator** | **Event Coordinator** | **Collection Coordinator** |
| **1+ months before the event, continued** |  | **Engaging Participants**   * Select date and time for Event Orientation and Training Session. * Work with Community Coordinator to recruit volunteers to attend Event Orientation and Training Session and work at event. |  |
| **2+ weeks before the event** | **Engaging Participants**   * Send reminder emails and make reminder phone calls to everyone on the Contact Spreadsheet. | **Coordinating Logistics**   * Confirm plan for feeding the Project Team. |  |
| **1+ weeks before the event** | **Engaging Participants**   * Send reminder emails and make reminder phone calls to everyone on the Contact Spreadsheet.   **Engaging Participants/Coordinating Logistics**   * Co-host the Event Orientation and Training Session with the Event Coordinator. | **Engaging Participants/Coordinating Logistics**   * Lead the Event Orientation and Training Session. * Confirm volunteer and staffing assignments. | **Engaging Participants/Coordinating Logistics**   * Co-host the Event Orientation and Training Session with the Event Coordinator. |