

	Community Coordinator	Event Coordinator	Collection Coordinator
6+ months before the event	<p>Build your team and get started:</p> <ul style="list-style-type: none"> • 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	<p>Begin regular meetings of the Community Working Group and identify who is going to be responsible for various tasks.</p> <p>Ensuring Inclusiveness</p> <ul style="list-style-type: none"> • 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. 	<p>Coordinating Logistics</p> <ul style="list-style-type: none"> • Select a date and time for the event. • Select a location. • Identify and reserve any additional equipment, furniture, etc. that will be needed. 	<p>Putting the Collection Online</p> <ul style="list-style-type: none"> • Designate an Online Collection Specialist and a Data Entry volunteer. • Select your Online Access Platform: <ul style="list-style-type: none"> ○ 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	<p>Defining Community</p> <ul style="list-style-type: none"> • 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. <p>Collecting Stories</p> <ul style="list-style-type: none"> • 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. 		<p>Preserving the Collection</p> <ul style="list-style-type: none"> • Designate a Digital Preservation Specialist. • Select your Digital Preservation Storage Platforms (<i>a minimum of 2</i>). • 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. <p>Coordinating Logistics</p> <ul style="list-style-type: none"> • Develop a numbering system to keep track of Contributors and their Items.
3+ months before the event	<p>Defining Community</p> <ul style="list-style-type: none"> • Work with the Event Coordinator on the event floor plan to make the community visible at the event. <p>Engaging Participants</p> <ul style="list-style-type: none"> • 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. 	<p>Coordinating Logistics</p> <ul style="list-style-type: none"> • Work with the Community Coordinator to create a floor plan for the event. 	<p>Sharing the Collection</p> <ul style="list-style-type: none"> • 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	<p>Sharing the Collection</p> <ul style="list-style-type: none"> • 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	<p>Engaging Participants</p> <ul style="list-style-type: none"> • Distribute publicity materials. • Continue to spread the word within personal, professional, and community networks. 	<p>Coordinating Logistics</p> <ul style="list-style-type: none"> • Make a plan for feeding the Project Team at the event. • Arrange for transportation if needed. 	
1+ months before the event	<p>Engaging Participants</p> <ul style="list-style-type: none"> • Distribute publicity materials. • Continue to spread the word within personal, professional, and community networks. • Implement social media plan. <p>Coordinating Logistics</p> <ul style="list-style-type: none"> • 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. 	<p>Coordinating Logistics</p> <ul style="list-style-type: none"> • Work with the Community Coordinator to prepare for Community Tables (if using). • Prepare for the Welcome Station. <ul style="list-style-type: none"> ○ <i>Confirm equipment availability.</i> ○ <i>Acquire all supplies and make paperwork copies.</i> ○ <i>Arrange for paperwork translation if needed.</i> • Prepare for the Information Station. <ul style="list-style-type: none"> ○ <i>Confirm equipment availability.</i> ○ <i>Acquire all supplies and make paperwork copies.</i> ○ <i>Arrange for paperwork translation if needed.</i> • Prepare for the Copying Station. <ul style="list-style-type: none"> ○ <i>Confirm equipment availability.</i> ○ <i>Acquire all supplies.</i> 	<p>Coordinating Logistics</p> <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Send reminder emails and make reminder phone calls to everyone on the Contact Spreadsheet. 	Coordinating Logistics <ul style="list-style-type: none"> Confirm plan for feeding the Project Team. 	
1+ weeks before the event	Engaging Participants <ul style="list-style-type: none"> Send reminder emails and make reminder phone calls to everyone on the Contact Spreadsheet. Engaging Participants/Coordinating Logistics <ul style="list-style-type: none"> Co-host the Event Orientation and Training Session with the Event Coordinator. 	Engaging Participants/Coordinating Logistics <ul style="list-style-type: none"> Lead the Event Orientation and Training Session. Confirm volunteer and staffing assignments. 	Engaging Participants/Coordinating Logistics <ul style="list-style-type: none"> Co-host the Event Orientation and Training Session with the Event Coordinator.