

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

Community Coordinator

- 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.

Event Coordinator

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.

Collection Coordinator

Putting the Collection Online

- Designate an Online Collection Specialist and a Data Entry volunteer.
- Select your Online Access Platform:
 - Use an existing platform;
 - Establish a digital platform; 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.

4+ months before the event

Community Coordinator

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.

Collection Coordinator

Preserving the Collection

- Designate a Digital Preservation Specialist.
- Select your Digital Preservation 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

Community Coordinator

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.

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.

Event Coordinator

Coordinating Logistics

- Work with the Community Coordinator to create a floor plan for the event.

Collection Coordinator

Sharing the Collection

- Work with the Community Coordinator to start thinking about interpreting the future digital collection.

2+ months before the event

Community Coordinator

Engaging Participants

- Distribute publicity materials.
- Continue to spread the word within personal, professional, and community networks.

Event Coordinator

Coordinating Logistics

- Make a plan for feeding the Project Team at the event.

- Arrange for transportation if needed.

1+ months before the event

Community Coordinator

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.

Event Coordinator

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.

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.

Collection Coordinator

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.

2+ weeks before the event

Community Coordinator

Engaging Participants

- Send reminder emails and make reminder phone calls to everyone on the Contact Spreadsheet.

Event Coordinator

Coordinating Logistics

- Confirm plan for feeding the Project Team.

1+ weeks before the event

Community Coordinator

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.

Event Coordinator

Engaging Participants/Coordinating Logistics

- Host the Event Orientation and Training Session.
- Confirm volunteer and staffing assignments.

Collection Coordinator

Engaging Participants/Coordinating Logistics

- Co-host the Event Orientation and Training Session with the Event Coordinator.