|  |  **Community Coordinator**  | **Event Coordinator** |  **Collection Coordinator** |
| --- | --- | --- | --- |
| **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.
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