**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.