



EXAMPLE: Event Checklist

☐ Look for events with local non-profits or VolunteerMatch on PROGRAM NAME

OR

☐ Plan your own event! Get creative and start a new COMPANY volunteer opportunity! Check out the Site Champion Event Guide for some event ideas.

☐ Create the event on the PROGRAM NAME site

☐ Send out an email with the event URL to everyone in your office and encourage them to RSVP!

☐ Start an office campaign to get coworkers excited! (i.e. competition between departments for most RSVPs, raffle amongst employees who RSVP by a certain date, hashtag competitions).

☐ Use the email attendees feature to email coworkers who already RSVP'd encouraging them to use the invite friends feature to engage more people in the office!

☐ Send out an email one week prior to the event reminding coworkers to RSVP!

☐ Before the event, download a list of people who have RSVP'd to use as a check in at the event (if needed).

☐ The evening before the event, use the email attendees feature to send an email if there is any last minute information or reminders they may need to know (i.e. inclement weather notice, last minute venue details, traffic notices, meetup

locations)

- ☐ Take/encourage volunteers to take pictures at the event of COMPANY employees volunteering and enjoying themselves. Use a certain hashtag on social media so other COMPANY employees, friends, and family can see the good that you all are doing (i.e. #COMPANYvolunteers #COMPANY5k2018)
- ☐ Post a story about the event on PROGRAM NAME site to share with other COMPANY employees
- ☐ Use the email attendees feature to send an email after the event thanking them for their hard work and letting them know to keep their eye out for more events in the future!