



One week to go checklist: in-person activities

The below checklist is a starting point to help you with practical considerations for your in-person activity. Do add to this and include any tasks specific to your activity and your intended audience.

Week before

- Reminder email to attendees
- Invite local media along
- Do final promotional push for bookings
- Finalise details with venue
- Check attendees' access requests and inform venue
- Ask for heating in venue (November is chilly!)
- Check in with volunteers helping on the day
- Finalise details with contributors and partners
- Finalise tech - AV equipment etc.
- Make final schedule for the activity
- Finalise details with photographer
- Check your risk assessment and safeguarding procedures

Day before

- Send reminder email to attendees and include code of conduct
- Save PowerPoints, videos etc. onto a USB
- Do a materials stock check - pens etc.
- Make and print direction signs, and print filming/photography signs
- Have Being Human intro speech and evaluation forms ready
- Check attendance and have a register
- Sleep easy knowing you've got this!

Day of activity

- Check in with venue staff working on the day
- Check in with security about welcoming guests
- Re-familiarise yourself with the venue - toilets, fire exits etc.
- Put up signs – directions, photography etc.
- Have a team huddle before activity
- Discuss access requests with team and check space accessibility
- Put out any Being Human merch and banners
- Have plan for collecting evaluation forms
- Count attendee numbers to send to Being Human team
- Tell attendees about #BeingHuman2022

Day after

- Thank you emails to those who contributed
- Send follow up email to attendees including online evaluation form
- Send paper evaluation forms to Being Human
- Send photos with any copyright information to Being Human
- Send registration and actual attendee numbers to Being Human
- Share success on social media
- Congratulate yourself - you did it!