

## Program Checklist

Last updated (date/by):

Event:

Key Contact:

Speaker(s):

When:

Where:

What:

Audience:

Goal:

Logistics:

How are tickets sold or RSVPs handled?:

Who is handling the ticketing/RSVP's?

Who will open and close building? Volunteer training advised.

What times will the building be open?

If in person who will greet those attending?

If virtual who will run the tech/av?

Is there Zoom/hybrid event? If so, who will handle?

Moderator/Announcer?

Is the Chatham Police Department necessary (nighttime/larger crowd?)

Who will handle registration at the door?

Cost: free will or set fee?

Who is AED trained to handle emergencies?

If summer event, who will provide water (cups, etc.)?

Any special needs for parking, for guests?

What rooms will be needed?

Please describe Publicity Needs:

Internal communication requested

Monthly Newsletter

Weekly enewsletter

Wayside Pulpit

Announcement in church

Coverage in Newsletter and e-blast

Facebook (no ad)

Website

External communication requested (What is the Budget of this event?)

Cape Cod Chronicle

Allied groups

Cape wide media

Facebook ad

Other Advertising