

Post Event Checklist

- ☐ Sponsor/donor/partner/volunteers recognition and thanks
- ☐ Phone calls
- ☐ Letters, certificate of appreciation (with photos and results)... etc
- ☐ Media recognition and thanks
- ☐ Phone calls
- ☐ Letters (with photos and results)
- ☐ Follow-up stories with the media highlighting the results
- ☐ Key leadership volunteer recognition and thanks
- ☐ Phone calls
- ☐ Letters/cards
- ☐ Debrief and next steps planning meeting
- ☐ Work with other leadership and volunteers to complete an event evaluation and accomplishment report (including compilation of volunteer evaluations)
- ☐ Submit any necessary forms (e.g., injury reporting forms, grant budget receipts, etc)
- ☐ Maintain the momentum you've created!
- ☐ Start thinking about your next project
- ☐ Hold a Community Meeting to discuss new project ideas
- ☐ Keep in touch with volunteers, sponsors, partners etc with regular interactions (keep the connections warm – keep them involved as you move forward)
- ☐ Other?
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