PLANNING CHECKLIST

Use this checklist as a starting place to help your event take shape.

**ONE MONTH PRIOR**

1. **SET A TIME, DATE, AND LOCATION.**
   Consider the format of your event. If you are planning to record stories, think of quiet spaces that will allow participants to share their stories. Reference these tips to think about sound quality.

2. **BRAINSTORM AND PRIORITIZE**
   a list of possible community partners to support outreach.

3. **IDENTIFY**
   your guest list; secure community partners.

4. **DECIDE**
   on the format. Programming ideas for various events are included in this toolkit.

5. **SEND OUT INVITATIONS**
   with the time, date, location, and description of the event. A sample flyer is included with this toolkit; just fill in your organization, time, date, partners, and location. Also consider using social media to spread the word.

**DAY(S) BEFORE**

1. **SEND REMINDERS**
   to speakers and to guests. If people will be recording stories at your event, encourage them to download the StoryCorps App in advance.

2. **MAKE SURE**
   you have downloaded the StoryCorps App and have access to all stories you want to share.

3. **COPY AND ASSEMBLE**
   any discussion materials or promotional handouts.

**DAY OF EVENT**

1. **ARRIVE AT LEAST AN HOUR PRIOR.**
   This allows for enough time if you need to set up the room, test the a/v equipment, greet guests and panelists, and review your agenda.

2. **TAKE A MOMENT**
   of gratitude at the end of the event, where speakers and listeners can thank and acknowledge one another.

3. **IF YOU RECORDED STORIES,**
   remind your participants to check and double-check preferences for confidentiality.

4. **BRAINSTORM**
   uniform tags and keywords like “Stonewall OutLoud” so that event attendees can listen to one another’s stories.

5. **ENCourage**
   guests to share the stories they collected on the StoryCorps App and the experience of recording with others in their community.