



Final Checklist for Outreach Event:

- Double-check your plans for the outreach event.
- Conduct a mic check, and go over the schedule for the event with participants.
- Check to make sure supplies and preparations are set for the event.
- Set up any work areas needed for the event.
- Decorate the area as needed.
- Place instruction cards as needed around the event area.
- Ensure that somebody is collecting permission slips from minors if travelling off the property.
- Facilitate the service event.
- Clean up the area following the event.

Other tasks for the event: