# Checklist for planning a Maker Day

This checklist (and prompts) helped to organize Maker Day 2013. While every effort has been made to make this checklist as complete as possible, due to the unique nature of such events, it may not cover every possible step required or answer every question. On the other hand, it may be too detailed for some events being planned. Generally, always prepare the most detailed plans necessary to suit the event being planned.

## To begin

☐ Set your date and agenda for the day - start early.

☐ Secure your venue as soon as possible — determine any services, permits and permissions required.

☐ Develop a budget and monitor your spending.

☐ Determine whether funding or sponsors for the event may be required – IF so, start proposal writing and connecting with potential sponsors as soon as possible.

☐ Develop an agenda for the day with a work-back schedule for each key action on your agenda (i.e., set-up of venue, greeting/registering participants, opening the day, coffee breaks and food, capturing the day, grouping participants and facilitators, design thinking process, prototype building, reflecting on the day, clean-up of venue, debriefing / evaluating the day, etc.).

☐ Develop a list of volunteers, facilitators, guest speaker(s), sponsors / funders, special guests, and participants.

☐ Develop a communication plan from your work-back schedule and lists of people involved to set key pre-events, roles and responsibilities (i.e., marketing, volunteer meetings, facilitator trainings, guest speaker(s) topics / times, invitations, confirmations, reminders, etc.)

☐ Determine key milestones and set times to review whether ‘the plan’ is on track (i.e., adjustments need to be made (i.e, change in venue, participant numbers, guest speaker(s), problem sketch), steps need to be added, more / less feedback required, communication is happening, budget needs adjusting, more / less marketing, etc.)

## Pre-event planning

☐ Set-up of venue: sketch floor plan(s) for the day, list equipment required, chairs / tables, who will set-up, what time will set-up happen on the day, number of volunteers required, parking paid or free, other transportation required.

☐ Greeting/Registering: any marketing required (posters, radio / TV announcements, newsletter insertions, newspaper ads, PAC agenda item, etc.), how will lists of participants be monitored, what will the invitations say and look like (i.e., emails, letters, website registration, contacts, etc.), how will participants register, when will reminders be sent, name badges for the day, groups determined, etc.

☐ Opening the day: ice breaker activities, meet and greet, coffee / snacks at beginning, speaker topics / time to speak confirmed, guest speaker(s) invited, confirmed, MC necessary, formal or informal opening, special guests to be welcomed officially.

☐ Coffee breaks and food: who will take charge of coffee, tea, drinks, snacks and lunch, ordering, catered event, pot luck, working lunch, how will food allergies and / or special diets be addressed (i.e., part of invitation, specific person to contact) a work-back schedule for each key action (i.e., facilitators, invitees, problem sketch, kits and pantry, food, etc.).

☐ Capturing the day: will video, audio or pictures be taken, who will be responsible for media and distribution, what will happen with prototypes (i.e., participants take them home, displays will be available after the event, transportation of prototypes to where they will be displayed), consent forms required, what would sponsors and / or grant funders require after the day.

☐ Grouping participants with facilitators: how many participants in a group (best to consider even numbers — 4 or 6 participants per group and facilitator — since working in pairs is part of the design thinking process), who forms the groups, when do groups form on the day of the event, how will facilitators meet up with participants on the day, are areas assigned to groups or may groups chose their space, have a plan of how to combine groups IF a participant or facilitator is not available on day of event.

☐ Design thinking process: who develops the problem sketch, how/when will facilitators be trained, who will be responsible for photocopying and distribution of materials, pens / pencils /coloured markers.

☐ Prototype building: what will be in the design kits, pantry and / or tool crib, who will do the purchasing of materials, who will be responsible for building the design kits, pantry, and / or tool crib for the day, when will kits be distributed to facilitators, who helps in the pantry, who helps with the tool crib, any special rules and / or regulations required to be posted for the day.

☐ Reflecting on the day: how many three-fold presentation panels required, what materials will be available for this activity (i.e., coloured construction paper, coloured markers), who will organize the Gallery Tour and ensure every group is ready to present, what do participants need to know about the Gallery Tour, how long will the tour take, formal or informal presentations.

☐ Clean-up of venue: who is responsible for clean-up of venue, who is responsible for removal / transportation of prototypes and three-fold presentation panels, what happens to left over food, who takes responsibility for collecting / distributing / storing design kits, pantry and / or tool crib.

☐ Debriefing / evaluating the day: what have sponsors / funders requested, formal or informal process, what would a ‘successful’ day look like, what might be done differently, what worked, what required adjustments, what are participants saying.

☐ Other:

☐ Other:

☐ Other:

## On the day

☐ Meet and introduce all the volunteers and facilitators before the event starts.

☐ Go through the day, roles, responsibilities, and circulate contact list in case of emergencies to volunteers and facilitators.

☐ Have a couple of ‘floaters’ who will jump in and help when there are any ‘bottlenecks’ (i.e., registration is slow, distribution of kits, finding groups, helping with pantry or tool crib, helping with Gallery Tour, etc.)

## After the event

☐ Thank you letters / presentations.

☐ Debrief / evaluate as planned.

☐ Determine time to close-off budget.