PROTEST PREP CHECKLIST

Project Name:

Date(S):

Time:

Event Location:

PRIOR TO EVENT

☐ Check with Campus Scheduling/Union Admin for space reservation, reserve trash cans, tables, or area needs.
☐ Develop an event timeline
☐ Organize security if needed
☐ Purchase snacks/water/basic first aid kit
☐ Get the word out about event

DURING EVENT

☐ Check on participants during event
☐ Bring all materials to event
☐ Connect with security if needed, make sure they know the purpose of the event and goals.
☐ Make sure to keep areas clean, pick up any trash

AFTER EVENT

☐ Communicate with stakeholders
☐ Teach out to participants for feedback
☐ Assess if you accomplished goals or need further communication
☐ Ensure all team members are following project management processes and procedures