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