

PHRPhysicians for
Human Rights**EVENT TASK LIST***[include due date for each task]*

Due Date	Activity	Done?
	Plan your event (see Plan an Event for tips)	
	Secure a location	
	Research and choose presenter(s) and back-ups	
	Invite presenters	
	Develop program flow	
	Develop and execute publicity plan	
	Make and post flyers	
	Send out emails	
	Ask organizers/friends to commit to bringing a number of people	
	Prepare for presenters, event prep	
	Prepare presenter's intro and get his/her approval	
	Meet with presenter(s) ahead of time to review objectives	
	Have routine meetings and individual check-ins with key organizers of event	
	Bring sign-in sheet	
	After the event	
	Send thank you card and gift to presenter(s)	
	Follow up with attendees and others involved in the event	
	Report on your event to PHR's Danielle Fox at dfox@phrusa.org	