



Event Planning Checklist:

Planning the Event (3-4 weeks before event)

Event Coordinator: _____

Event Location, Date, and Time

(Select a site that can accommodate a small area for six readers to sit together facing the audience. A microphone and sound system is required.)

_____ PR - Create a press release to send to your local newspaper announcing your event. Place on your website and your community events calendar.

_____ Select program readers including:

Humanities Facilitator: Reads script introduction and moderates discussion

1. _____

Script Readers:

Narrator: _____

Reader 1. _____

Reader 2. _____

Reader 3. _____

Reader 4. _____

Reader 5. _____

_____ Provide readers with copies of the selected script to practice.

Event Preparation (one week before event)

_____ Conduct one read-through practice for all script readers.

_____ Ensure sound equipment, including microphone and speakers, is functional and event coordinator knows how to use it.

_____ Print copies of the selected Script and Citations for ALL audience members.

Event

_____ Hand out copies of Script and Citations to each audience member.

The facilitator opens the program by introducing the theme.

Readers read the script.

Facilitator moderates questions and comments.