

#RISINGYOUTH PROJECT INTERACTIVE CHECKLIST FOR GRANTEES

PLANNING

- Define objectives & goals
- Find a date & reserve secondary dates
- Select project/event location
- Reach out to speakers/guests
- Secure guest speakers
- Set up platform to collect RSVP
- Determine honourarium gifts
- Plan for capturing event
- Create the event timeline
- Review details of event
- Send reminder to attendees
- Create acknowledgement list

BUDGETING

- Construct the budget
- Share any budget changes
with #RY team

TEAM BUILDING

- Recruit event team
- Team debrief

OUTREACH

- Design promotional material
- Promote project

REPORTING

- Download the #RisingYouth App
or visit the online form