

#RISINGYOUTH PROJECT INTERACTIVE CHECKLIST FOR GRANTEES

FIRST MONTH: PRE-EVENT PLANNING

- Define objectives & goals
- Construct the budget
- Recruit event team
- Find a date & reserve secondary dates
- Select a project/event location
- Reach out to speakers/guests
- Design promotional material
- Download #RisingYouth App

SECOND MONTH: EVENT PLANNING

- Secure guest speakers
- Set up platform to collect RSVP's
- Promote project
- Determine honourarium gifts
- Plan for capturing the event
- Share any budget changes with the #RY team

THIRD MONTH: EVENT/POST-EVENT PLANNING

- Create event timeline
- Review details of event
- Send email reminder to attendees
- Team debrief
- Create acknowledgement list
- Prepare #RY Final Report
- Have fun!