

PROTEST PREP CHECKLIST

Project Name :

Date(S):

Time:

Event Location:



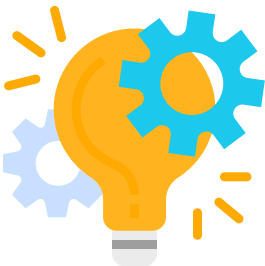
PRIOR TO EVENT

- 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