**Checklist for Organising MakerChat**

**PRE EVENT TASKS**

* Identify the speaker.
* Choose the topic.
* Send mail to the speaker with details regarding MakerChat format.
* Request Design team to make posters, and content to go along with them.
* Promotion in social platforms like Twitter, Instagram, Telegram etc along with registration link.
* Send confirmation mail to the registered participants.
* Create Zoom link.
* Organisers and Host and Speaker join the session 15 minutes prior and check the connectivity problems.
* Participants should join 10 minutes prior.
* The host introduces the speaker.
* The speaker can take the session for half an hour.
* The organiser, as well as the speaker, should record the session.
* 15 minutes after the session allocated for Q and A.

**EVENT FLOW**

* 8:00 PM Welcome note by Host.
* Session by Speaker
* Q and A session

**POST EVENT TASKS**

* Send feedback form to speaker and participant.
* Send invite link of forum and Telegram group to the speaker and participants.
* Edit the recorded video from speaker and organiser.
* Upload the video to the youtube channel