Event Take Down Checklist

This is a template that can be used to plan Maker Parties. All items below are examples from previous events. Please make a new document and copy what you need from here.

EVENT TAKE DOWN CHECKLIST

- ☐ Photos uploaded to Flickr and tagged #MakerParty
- ☐ Debrief with volunteers
- ☐ remove posters and signage
- ☐ Return any borrowed equipment
- ☐ Assessment material collected (feedback forms)
- ☐ Return room to original set-up
- ☐ Dismantle all the stations
- ☐ Collect equipment:
    - o Projector or any multimedia set up
    - o Computers and power cords
    - o Check for additional supplies (Name tags, food, etc.)
- ☐ Meet with volunteers and mentors
    - o Things to share with mentors after event day
- ☐ Thank everyone involved
- ☐ Share results of event (number of attendees, feedback, makes etc.)
- ☐ Encourage everyone to tweet and post about the event(share hashtag and handles)
- ☐ Collect volunteer feedback forms (if applicable)