GCMx Manual

Here's all you need to know to host a GCMx event.

For questions, please email Yasmin (yasmin@globalchangemakers.net)
or Sara (sara@global-changemakers.net).

Please consider the environment, do not print this document unless absolutely necessary.

Congratulations!

You are officially a GCMx host!

Thank you for your courage to organize and run this event. It takes a lot of passion and energy to create change, and you've proven to be a true changemaker.

With this manual, you are one step closer to bringing the GCM experience to your community by engaging with other young people and by giving them the tools they need to create impact.

We wish you an exciting journey. Count on us, as always :)

Love,
The Global Changemakers Team

Global
Changemakers

"

Never doubt that a small group of thoughtful, committed citizens can change the world; indeed, it's the only thing that ever has.

Margaret Mead

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How to use this manual

This manual is meant to guide your through the process of hosting a GCMx event. It has the main details you should pay attention to, including:
- The basic GCMx rules;
- Your role as an organizer and our role as the GCM team;
- Tips on team management;
- Tips on finding a venue;
- Event finances;
- Branding and marketing.

These icons will help you use it in the best way possible:
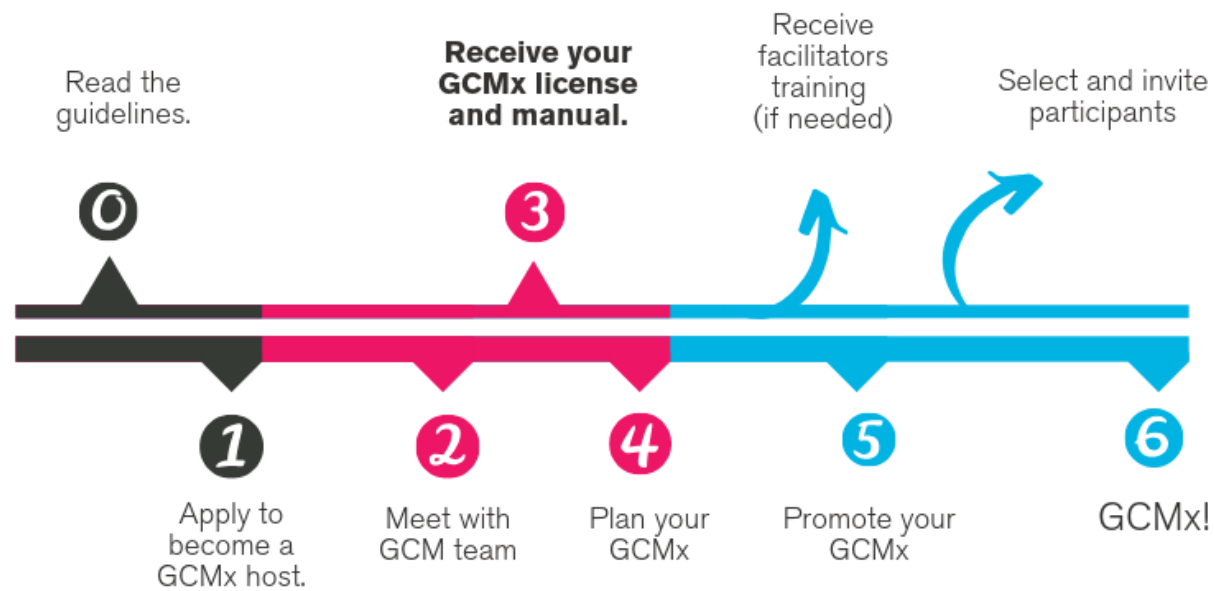
signals something you should keep an eye on;

signals tools for extra resources that might be useful in a particular topic;

signals an extra tip to consider about a particular topic.

We also recommend you to keep this manual handy throughout the event planning process. If you have any questions about it, please reach out to us.

GCMx Overview

Read the guidelines.

Receive your GCMx license and manual.

Receive facilitators training (if needed)

Select and invite participants

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1 Apply to become a GCMx host.

2 Meet with GCM team

4 Plan your GCMx

5 Promote your GCMx

6 GCMx!

GCMx Planning Timeline

Task	Before	During	After
GCMx Manual;	✓	✓	
Team management;	✓	✓	✓
Fundraising;	✓	✓	
Venue;	✓	✓	
Select participants;;	✓		
Event running (schedule, facilitation, sustainability and accessibility);	✓	✓	
Marketing;	✓	✓	✓
Event feedback.		✓	✓

⚠️

Basic GCMx Rules

The beauty of GCMx is that anyone, anywhere can apply to host an event. This allows us to reach more young people around the world and support them to create a positive change in their communities in all languages and contexts. However, we need to be careful with a few details. Here are the top rules to keep in mind.

1. **GCMx events must advance GCM's mission to support young people to create a positive change in their community;**
2. **GCMx events must not discriminate on the basis of race, color, religion, gender, gender expression, sexual orientation, national origin, disability or marital status in any of its activities or operations;**
3. **Organizers must keep in touch with the GCM team throughout the event planning process;**
4. **GCMx events must not be used for self-promotion, political campaigning or making a profit;**
5. **Organizers must follow GCMx's branding guidelines properly.**

Organizer's Role

- take care of all event-related local logistics, including finding a venue, organizing transportation and meals arrangements;
- form a team to coordinate the event logistics and to facilitate the event activities;
- fundraise to cover the event costs*;
- find/select participants to attend the event;
- use the GCMx branding responsibly;
- keep in touch with the GCM team when planning and executing GCMx-related matters.

GCM Team Support

- provide a GCMx license to accepted organisers;
- provide materials such as PDF presentations, videos, and activities that can be used during the event;
- provide a schedule that can be adapted based on the context of each event;
- provide a comprehensive GCMx manual;
- be available by email and, eventually, by video call, to answer any questions and provide any additional support that might be needed.

1. Team Management

The first step to running a successful event is to find committed and passionate people to work with you. Here are some best practices for team recruitment and management:

➔ **Seek critical skills** such as event planning, leadership, and creative thinking. People with those skills may provide you good insights and help the process run smoothly. Experience with project management, design thinking and facilitation will be very helpful for running a GCMx.

➔ **Be attentive to time constraints,** especially if your team members will be volunteers. Make sure to ask team members how much time they would be able to dedicate to the event. This will also give you a good idea of how many people you'll need to recruit.

➔ **Get the word out** by reaching out to partners that could be good team members or know someone else who might be. NGOs, universities, companies and social media pages might be good for that.

➔ **Connect with the GCM community** through the Geemo platform and find GCMs in your region who might be interested in helping you run the event. You can also reach out to the GCM team if you'd like to be introduced to them.

➔ **Once you've selected your team, build an organizational chart** with each one's specific roles and functions. You can also use a project management platform such as Asana, Skoro or Trello to assign tasks and manage timelines. The GCM Project Management Toolkit and the Action Priority Matrix may also be very helpful.

➔ **Have constant meetings and check-ups** to keep your team engaged and motivated and not to miss any deadlines.

➔ **Show appreciation** for your team, as they're donating their energy and time to the event. Make sure to thank them and show them how valuable they are.

2. Venue

The venue is one of the most important aspects of your event.
Here's what you should look for in a venue:
- An auditorium/hall/room that is big enough to comfortably fit everyone;
- Smaller, break out rooms for groups of 5-7 people each (if not available, you can also look for a venue large enough that it would fit groups if they are spread out);
- You will need to run energizers and other activities that require the participants to move around. Flexible seating (chairs you can move) is preferable;
- An area to serve refreshments over breaks;
- Ability to project images and play sound;
- Restrooms should be available.

Others aspects to keep in mind are:
- Parking availability near the venue;
- Food options near the venue;
- Good lighting;
- Internet connection;
- Cost and flexibility on the event date;
- Good acoustics including microphones (if needed) - everyone can hear clearly what is being said;
- Trash recycling;
- Accessibility of entrances and restrooms.

3. Finance

Four basic steps must be followed to cover the costs of a GCMx event:

1. **Assess all your costs;**
   Estimate the total costs of running your event. Some costs to consider are:
   - Venue rental costs (consider partners that could allow you to use a venue for free);
   - Lunch and refreshments;
   - Materials for activities (such as paper, pens, and post-its);
   - Transportation costs;
   - Accommodation costs (if needed);
   - Social media promotion.

The rule of thumb for budgeting is 1.5x more, so estimate more than anticipated. Also, don't forget to consider when bills need to be paid, as some of them may need to be paid before the event takes place.

2. **Define revenue streams;**
   Some of them could include:
   - An online fundraising campaign;
   - In-kind donations;
   - Sponsorships;
   - Event participation fees.

Please note that the event participation fees must be approved by the GCM team, as they may not reflect profits for organizers or supporting organizations.

3. **Contact the GCM team to validate your financial model;**
4. **Fundraise!**
   You can learn more about fundraising with the GCM Fundraising Toolkit.

4. Finding and Selecting Participants

Here are some tips on how to find participants to join your GCMx event:

➔ **Contact organizations that might help you spread the word**, such as NGOs, social movements and universities, youth social media groups in your country.

➔ **Send out press releases** to local TV channels, radio stations, and media outlets;

➔ **Post your event at youth opportunities websites**, as they reach an audience within your age range worldwide;

➔ **Create a social media campaign.** If possible, promote posts inviting people to register for the event. Ask your friends and colleagues to share it in their pages as well;

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If selecting participants, don't forget to consider:

➔ The maximum number of people who should attend the event;

➔ The amount of time it will take to receive applications, read them, conduct interviews (if applicable) and select attendees;

➔ The purpose of the event. If you'd like to help your community get started with changemaking or give more tools to increase the impact of existing initiatives, the audience will be very different;

➔ Guest speakers may need to be invited in advance and to be briefed on what they would talk about.

5. Event Schedule

Here is GCMx foundational schedule. *It can be adapted* based on your context, audience number, audience profile, and venue.

DAY 1: Introductions and Design Thinking Sprint Part 1				
Activity Description	Room Layout	Materials Needed	Duration	Suggested Times
BREAKFAST* *All food breaks are optional and depend on your budget for the event.			60 minutes	9am-10am
Energizer: Introduction Circle OR Handshakes **Introduction Circle** All participants get into a big circle and the facilitator stands in the middle with a ball. The facilitator throws the ball and participants have to say their names out loud. Once you have done it a few times, join the circle and ask participants to throw the ball to each other saying the name of the person they're throwing the ball to. The fastest you can go, the better! After the activity ends, ask participants to grab a chair or find a place on the floor to sit. *Observation: if your event has more than 30 people, other energizers may fit it best. The "Handshake" energizer is a good option in this case. Check out different options here.*	For Introduction Circle: Participants stand in a circle. No chairs in the way. For Handshakes: Free space to move around	For Introduction Circle: Ball For Handshakes: None	30 minutes	10am-10:10am - Welcome participants in, introduce facilitators and say you're going to start with a quick game. 10:10am-10:30am - Energizer
Introduction to GCM and GCMx	Participants stand in a circle. No	Projector and time-keeping	25 minutes	10:30am-10:55am

Share with participants what GCM is, the goals of the event.. It's also important to communicate the "house rules": - Be punctual; - Respect and value each others' ideas; - Always ask questions if you have them; - Trust the process; - Raise your hand and stop speaking when you see me doing so. -Everybody is different. You can also screen a short promo video about GCM: https://www.youtube.com/watch?v=SxjbycM1wjo&t=2s	chairs in the way.	signs.		
"Why are we here?" After introducing GCM, tell participants it's time for them to introduce themselves to each other. Ask them why they're here and let them feel free to raise their hand and share.	Participants sit on the floor or on chairs in the main room.	Time-keeping signs.	10 minutes	10:55am-11:05am
Plenary: Introduction to the Sustainable Development Goals and Design Thinking Plenary talk to give an overview of the SDGs and the Design Thinking Process. On the SDGs, the following topics should be covered: - What are the SDGs? - Who created them? - Why were they created? - Who should work towards the SDGs? - What is their role in attaining them? On Design Thinking, the following topics should be covered: - What is DT and its steps? - Why are we using this methodology? - How to make the best out of it?	Participants sit on the floor or on chairs in the main room.	Time-keeping signs.	60 minutes	11:05am - 12:05pm

- Examples of ideas that came up using DT. Don't forget to allow time for questions from participants. In the end, share which SDGs and rooms participants will work in.				
LUNCH BREAK			60 minutes	12:05pm-1:05pm
Group Activity 1: Investigate the Problem Participants go to their respective working rooms. The facilitator recalls the SDGs and asks participants to brainstorm problems related to their communities. They should use the "think-ink-stick-share" methodology. After doing so, they should choose one problem to work on.	Participants sit in a circle where all can see the working ideas.	Post its, large paper, pens, time-keeping.	1 hour	1:05pm-2:05pm
Group Activity 2: Empathize and build User Persona After choosing a problem to focus on, participants should investigate it further by empathising with the people who are affected by it. In this activity, groups will sit next to their working papers and draw a "user persona", which can contain: - name; - age estimate; - socioeconomic class; - education level; - hobbies; - influences; - routine; - other aspects the group considers important. If your group is stuck, it might be a good idea to use one of the following tools: - Empathy Map Canvas; - FORD acronym (occupation, recreation, dreams)	Participants sit in a circle where all can see the working ideas.	Post its, large paper, pens, time-keeping.	40 minutes	2:05pm-2:45pm

Important: it's crucial to choose people they can empathise with (either represented by someone in the group or someone that the group knows well)				
Plenary: Systems Thinking and Intersections After working on their user personas, groups should go back to the plenary for a lecture on Systems Thinking and Intersections. Systematic thinking has to do with analysing causes as part of a bigger system, where different elements affect each other and true change is systematic. Intersectionality looks at the relations between different causes and how they shouldn't be treated in isolation. Activity: Ask participants to form groups of three and discuss what systematic and intersectional challenges they perceive in the problem they chose to work in.	Participants sit on the floor or on chairs in the main room.	Time-keeping signs.	60 minutes	2:45pm-3:45pm
BREAK After the coffee break, ask participants to join their groups.			15 minutes	3:45pm-4:00pm
Group Activity 3: Ideate It's time to create solutions! Start by recapping the problem and user persona you've defined. The next step is to create a "How might we" statement, which must contain: 1- the character; 2- the pain point (problem); 3- the impact you wish to have. It cannot be too broad or too narrow. A good statement would be: "how might we make it easy for young mothers to get healthy food in low-income neighborhoods in order to improve	Participants sit in a circle where all can see the working ideas.	Post its, large paper, pens, time-keeping.	30 minutes	4:00pm-4:30pm TIme to create "how might we" statement: 10 minutes First brainstorming round: 3 minutes Following rounds: 2 minutes each Time to vote and

their health?" After creating the statements, ask the group to come up with ideas to answer it. Tell them not to judge their ideas and to think creatively. As they come up with them, ask them to "think-ink-stick-share". After one brainstorming round, ask the group to ideate following prompts: - what could you do with no money? - what could you do with only one month to pull it together? - what skills does your group have to contribute? After all brainstorming rounds, group similar ideas together and ask give each participant in the group 3 markings to vote on their favorite ideas. The best-voted idea goes to the Prototyping phase. After finishing, go back to the plenary.				choose idea: 9 minutes
Plenary: End day 1; announcements for day 2 To end the day, ask a few participants to share how the day went for them and what their key learnings were. Give important announcements and remind them of the starting time and location for the next day.	Participants sit on the floor or on chairs in the main room.	Time-keeping signs.	10 minutes	4:30pm-4:40pm

DAY 2: Design Thinking Sprint Part 2				
Activity Description	Room Layout	Materials Needed	Duration	Suggested Times
BREAKFAST			60	9am-10am

			minutes	
Energizer: Dance Master Welcome all participants in and ask them to join a big circle around the room. Play music and ask people to follow your dance moves. At any moment, point out to someone else in the room and let them lead the moves. After the energizer, ask them to find a place to sit on the floor or on the chairs.	Participants stand in a circle.	Music	20 minutes	10am-10:20am
Plenary: Review of Day 2 Start the day by recapping what happened the day before. Ask participants to help you. Show them what happens next, including ideas on how to prototype and create innovative presentations for their project. After that, groups can meet again.	Participants sit on the floor or on chairs in the main room.	Time-keeping signs.	10 minutes	10:20am-10:30am
Group Activity 4: Prototyping Welcome your group and recap what you did in the previous day (problem framing, empathising and ideating). If you haven't voted on an idea yet, start with that. If you have, you're ready to start working on the prototype. The prototype should be a physical representation of your idea. To build the prototype, your group can feel free to use any materials available in the room. They can also use computers (if they have them) and artistic tools (music, drama, dance, illustrations…) After building your prototype, test it among the group. Reiterate	Participants sit in a circle where all can see the working ideas.	Post its, large paper, pens, time-keeping.	90 minutes	10:30am-12pm

to fix necessary parts and make any changes, until you have a final version to use in the group presentation.				
LUNCH BREAK			60 minutes	12pm-1pm
Focus Energizer: "Rain" Tell participants about the power of teamwork. Teamwork can even make it rain! Ask all participants to follow whatever you do. Start by rubbing your hands and do so for a few seconds. Then, snap your fingers for a few seconds. Then, clap your hands for a few seconds. Then, stamp your feet on the floor. Finally, go back to clapping, snapping and rubbing hands. By the end, participants should feel a sense of unity and focus.	Participants sit on the floor or on chairs in the main room.	Time-keeping signs.	10 minutes	1pm-1:10pm
Plenary: Pitching Workshop Remind all participants that they're presenting their ideas at the end of the day tomorrow. Tell them a very useful technique to present projects in a short time is the "elevator pitch", a short yet appealing description of your project. Guide them through the steps of creating a pitch, show them examples and answer questions they might have. After the plenary, they can go back to their groups.	Participants sit on the floor or on chairs in the main room.	Time-keeping signs.	60 minutes	1:10pm-2:10pm
Step 4: Create a presentation Once participants have chosen an idea to work on and have elaborated on it, they will prepare to present it to the rest of the conference participants. Give each group a new piece of large paper and ask them to draw out their idea. If they want, they can also act it out or use	Participants sit with their groups around their large paper with post-its. Facilitators go around the	Large pieces of paper, post-its and pens. Time-keeping signs.	60 minutes	2:10pm-2:15pm - Give instructions and answer questions 2:15pm-3:40pm - Activity

any other creative ways to present it. Each group should have 3 minutes to present and 2 minutes to receive feedback. After this group session, lead all participants into the plenary.	groups and encourage them, answer questions and let participants know when they have 10, 5 and 2 minutes left.			
Plenary: Overview of Project Management + Sign-up for Skills Marketplace In this session, you should give an overview of each step of project management so that participants have a more clear idea of what implementing a project entails. Ask them to think about how they would apply each step to the project they created and which aspects still need to be further developed. Remind them that, tomorrow, they will have a chance to attend sessions that go deeper into useful topics such as fundraising, planning and assessing impact. Answer any questions they might have. Ask them to sign up for skills marketplace sessions. Each participant can choose 4 topics. Skills marketplace slots may include topics such as: - Creating a vision; - Planning; - Managing a team; - Fundraising; - Networking; - Social media marketing; - Assessing impact; - others.	Participants sit on the floor or on chairs in the main room.	Time-keeping signs, skills marketplace sign-up sheets.	60 minutes	3:40pm-4:40pm
Plenary: End day 2; announcements for Day 3	Participants sit on	Time-keeping	10 minutes	4:40pm-4:50pm

To end the day, ask a few participants to share how the day went for them and what their key learnings were. Give important announcements and remind them of the starting time and location for the next day.	the floor or on chairs in the main room.	signs.		

DAY 3: Project Management Skills and Group Presentations				
Activity Description	Room Layout	Materials Needed	Duration	Suggested Times
BREAKFAST			60 minutes	9am-10am
Energizer:			10 minutes	10am-10:10am
Plenary: Review of Day 2 Start the day by recapping what happened the day before. Ask participants to help you. Show them what happens next and answer any questions they might have. It's useful to tell them the order of the group presentations. Review where each skill marketplace session will take place and ask them to go to their first session.	Participants sit on the floor or on chairs in the main room.	Time-keeping signs.	10 minutes	10:10am-10:20am
Skills Marketplace Slot 1	Participants go to the room of their first session. If you have guests, don't forget to welcome them and ask if they need anything in their room.	Time-keeping signs, materials for speakers.	45 minutes	10:20am-11:05am
Skills Marketplace Slot 2	Participants go to	Time-keeping	45 minutes	11:10am-11:55am

	the room of their second session. If you have guests, don't forget to welcome them and ask if they need anything in their room.	signs, materials for speakers.		
LUNCH BREAK			60 minutes	12pm-1pm
Skills Marketplace Slot 3	Participants go to the room of their third session. If you have guests, don't forget to welcome them and ask if they need anything in their room.	Time-keeping signs, materials for speakers.	45 minutes	1:05pm-1:50pm
Skills Marketplace Slot 4 After this session, ask participants to return to their group rooms.	Participants go to the room of their fourth session. If you have guests, don't forget to welcome them and ask if they need anything in their room.	Time-keeping signs, materials for speakers.	45 minutes	1:55pm-2:40pm
Group Activity 6: Finalize Presentations As groups return to their rooms, they can use this time to finalize their presentation and practice it.	Participants sit on the floor or on chairs in the main room.	Time-keeping signs.	40 minutes	2:40pm-3:20pm
BREAK			20 minutes	3:20pm-3:40pm

Group Presentations The big time has arrived! Ask all groups to get ready. Remind them of how much time they have and of the order of presentations. Time-keeping is sensitive in this session, so don't forget to time-keep both the presentations and the feedback/questions rounds.	Participants sit on the chairs facing the front of the room.	Any materials needed for presentations, time-keeping signs.	80 minutes	3:40pm-5pm
Plenary: Farewell Speech Thank every participant for their time. Share other GCM opportunities. Take a group photo.			30 minutes	5:pm-5:30pm

6. Facilitation Techniques

In order to conduct all sessions and activities described in the schedule above, facilitation techniques will be particularly helpful. Here is a list of practices to apply them:

- When conduction sessions, **scan the room**. Take a look at the group, not just the person speaking;
- Give the floor in a **logical order**, not chronological order. Let those who haven't spoken yet share their ideas;
- Always **watch the time**;
- Prepare for a presentation, even the **physical space** (the chairs; layout, the lighting and the places to move around are important to make sure attendees are comfortable);
- Start with **expectations** and close with a **conclusion**;
- Make sure you understood correctly, **reframing what the person** said in your own words;
- **Thank people for commenting**;
- Set your **boundaries** (understand what you are trained to handle and what should not be touched upon);
- Always make sure to **clarify the goal** for an activity (meta awareness).

If you'd like further information or training on this topic, please reach out to us and we can schedule a video call to go through it together.

❌ We also highly recommend the GCM online course on facilitation, which contains an introduction to the topic, as well as an extensive menu of energisers that can be useful for your GCMx event.

7. Branding and Marketing

The GCMx branding guidelines are meant to help spread the GCM magic worldwide using a unified voice. It is important to respect these guidelines so that our mission can reach people in all corners of the globe.

7. 1 Visual Identity

➔ Logo
   Please follow the GCM logo guidelines.

➔ Colors
   The GCMx colors are:
   Gray (HEX #363A35)
   Blue (HEX #00B3E3)
   Pink (HEX #ED1566)

➔ Fonts
   The GCMx fonts are described in this document.

➔ You may not:
   ◆ Change the color of the GCMx logo;
   ◆ Use different fonts than the ones described in this manual;
   ◆ Use the GCM visual identity beyond the event's purpose.

7. 2 Press Releases
➔ Press releases are announcements provided to media channels about an important release, news, opportunity and others. For tips on how to write a press release to share about your GCMx event, click here.

7.3 Social Media
➔ Approved hashtags for your event are: GCMx[YOUR CITY] e.g. GCMxLONDON, #WeAreGCM #GlobalChangemakers

8. Photo and Video

You will be required to share and promote your GCMx before, during and after it has taken place. You will also be required to share photo evidence of your event with the GCM Team for reporting purposes and tag us in all event promotion. Here are a few best practices for doing so:

⚠️ **Tips on photos and videos:**

- When taking photos, ensure that there is good lighting and that you hold your camera/phone steady;
- A picture is worth a 1000 words! **Show** how your participants responded to your event through capturing their facial expressions, photos of them smiling or working as a group;
- Write clear captions and descriptions for your photos/videos for people who were not there to know what happened;
- Use hashtags when posting to social media (e.g. #GCMxLondon) and tag the Global Changemakers accounts;
- Add subtitles to videos to make them accessible to all people;
- Ask participants to share their experience at the event on social media using the hashtags.

➕ For more tips, check out the GCM Social Media toolkit.

9. Event Sustainability and Accessibility

One of the GCM premises is that anyone anywhere can create an impact when they have access to the right tools and opportunities. At GCMx events, it's very important that we are aligned with the current environmental concerns and that the event is accessible to diverse groups.

9.1 Tips to make the GCMx event sustainable:
➔ **Recycle** all papers used in the event, including sticky notes and brochures;
➔ Encourage participants to bring their tickets on their **phones** and to follow the event's program on their device rather than printing them out;
➔ Choose a convenient location, where participants can attend using **public transportation;**
➔ Encourage **car-sharing** among attendees;
➔ Re-check your budget list to **avoid unnecessary trash**;
➔ If you serve food, consider asking participants to choose what they will eat ahead, or set a plan to donate the food and drinks that were not consumed during the event in order to **avoid food waste**; also make sure plates, cups and cutlery are reusable or compostable.
➔ Encourage participants to bring a **water bottle or reusable cup**.

9.2 Tips to make the GCMx event accessible:
➔ Make sure that event web registration is accessible;
➔ When choosing a location, make sure that ground transportation is accessible;
➔ If there will be visually impaired attendees, consider having venue navigation instructions in Braille, raised-line maps or audio assistance;
➔ If there will be people with hearing impairment, consider having real-time captioning or interpreters;
➔ Provide pens and paper to group discussions;
➔ If conducting a group activity, make sure to ask of participants' gender pronouns;

➔ Plan your venue for ease of movement, to make sure all people can get around easily;
➔ Consider food allergies and preferences. If not serving food, map out restaurants where attendees can find lactose-free, gluten-free, vegetarian and vegan options;
➔ Ask yourself what is needed for participants to truly participate.

10. Collecting Feedback

After the event, it's always important to ask participants for sincere feedback. For the GCM team, feedback is especially important so that we can improve GCMx after each edition.

At the end of the event, give participants a few minutes to fill out the form on their devices. After the event, send everyone an e-mail asking those who haven't filled it out to do so.

⚠ Please use this template form to collect feedback from attendees. **Please don't edit this form. Make a copy before doing so!**
When creating your feedback form, don't forget to share it with the GCM team.

11. Checklists

	Before the event		During the event		After the event
( )	Recruit organizing team	( )	Prepare event day checklist	( )	Share the event on social media and with the local media
( )	Layout a plan with your team	( )	Make sure all organizers and facilitators are aware of the event schedule	( )	Ask all participants for feedback and share their responses with the GCM team
( )	Look for a venue that fits the event's needs	( )	Check if all materials are set	( )	Thank all attendees, volunteers, sponsors and speakers
( )	Look over the GCMx foundational schedule and confer with the GCM team for adaptations and changes	( )	Check all devices, internet connection, lights and sound	( )	Meet with the GCM team to share your experience
( )	Make list and invite guest speakers	( )	Welcome and host guest speakers	( )	
( )	Develop and event budget and fundraising strategy	( )	Check if all presentations are ready and working	( )	
( )	Set up registration details	( )	Set up the sign-in table	( )	

( )	Set up event promotion strategy and timeline	( )	Have time-keeping signs ready	( )	
( )	Create your event's visual identity, respecting the GCMx branding guidelines	( )	Have direction signs ready	( )	
( )	Purchase event materials	( )	Take photos and videos	( )	
( )		( )		( )	
( )		( )		( )	
( )		( )		( )	
( )		( )		( )	
( )		( )		( )	
( )		( )		( )	

Thank you!

We wish you all the best for your GCMx!

Got questions?

If so, please email Yasmin (yasmin@globalchangemakers.net)
or Sara (sara@global-changemakers.net).