



Promotions Checklist

This is a sample Maker Party event promotions checklist. Feel free to alter it as needed.

PROMOTIONS CHECKLIST

- ☐ Invitation /save the date created
- ☐ Invitation/save the date sent to:
 - ☐ Friends
 - ☐ Family
 - ☐ Network
- ☐ Potential sponsors identified
- ☐ Potential sponsors contacted
- ☐ Event posted on events.webmaker.org
- ☐ Event posted in other online calendars
- ☐ Press release created
- ☐ Press release sent to local outlets
- ☐ Blog/Twitter/FB events/posts created
- ☐ Poster/Flyer created
- ☐ Poster/Flyer distributed
- ☐ Photographer for event identified
- ☐ Gear requested from Mozilla
- ☐ Event signage prepared

Template Email for Facilitators