

# THATCamp Checklists

## 2-4 weeks before THATCamp

- ☐ Make sure all participants have user accounts on the website
- ☐ Make sure you have created a Participants page such as <http://bayarea2011.thatcamp.org/attendees/>
- ☐ Make sure you have published a blank schedule grid with time slots and rooms to the website, perhaps by embedding a Google Docs spreadsheet (such as our sample)
- ☐ Make sure you have published descriptions of any workshops you are running with the instructor's name, any pre-requisite skills, and any required accounts or software
- ☐ Make reservations at a nearby pub or restaurant for post-unconference gatherings (day 1, expect 50% attendance; day 2, expect 25% attendance)
- ☐ Order swag if you are providing it

## 1-2 weeks before THATCamp

- ☐ Email participants to bring a laptop (not an iPad or other tablet), to update their profiles, and to post session ideas
- ☐ Devise a method for letting people know how to connect to the wi-fi
- ☐ Decide whether you will ask for donations from participants, and if so, figure out a method for collecting them (PayPal, pass the hat afterward, optional registration fee when people pick up their badges, etc.)
- ☐ Plan for what to do with any uneaten food (e.g., give it to a food bank)
- ☐ Print badges (or wait until the day before, or use write-on badges)

## **During and after THATCamp**

- ☐ The day before or on the first morning, test the wi-fi
- ☐ The day before or on the first morning, review the space to make sure that chairs, tables, power strips, projectors, and signs are all present and in order
- ☐ The day before or on the first morning, make sure that the registration table is set up with badges, swag, and any office supplies participants will need for the scheduling
- ☐ The day before or on the first morning, make sure that everything needed for voting on proposals (if you choose to do that) and running the scheduling is set up
- ☐ Ask for donations, if you have planned to
- ☐ Ask for nominations for the Proceedings of THATCamp, if you have planned to
- ☐ Ask participants to fill out a brief evaluation at <http://j.mp/thatcamp-eval> (only two fields required!)

## **People and things needed for THATCamp**

- ☐ Someone to make introductory remarks and run the scheduling session
- ☐ Someone to fill in the schedule and publish it to the website
- ☐ Someone in charge of tech support
- ☐ Someone (perhaps 2-3 people) to run the check-in table
- ☐ Someone to post signs
- ☐ Printouts of session proposals
- ☐ Any scheduling supplies needed, e.g., a whiteboard, a chalkboard, blank paper, markers, tape, stickers
- ☐ A blank schedule on the website with time slots and rooms
- ☐ Table and chairs for check-in
- ☐ Badges
- ☐ Swag
- ☐ Brochures / information
- ☐ Extra routers if necessary
- ☐ Power strips
- ☐ Extension cords
- ☐ Projectors
- ☐ Guest login capability to the wi-fi
- ☐ User accounts on the THATCamp website
- ☐ Dongles
- ☐ Signs directing people to parking
- ☐ Signs directing people to the building
- ☐ Signs directing people to rooms