

# Open Access Week

## Events

# Checklist

### PANEL

- ☐ Determine basic details (schedule, target audience, location, etc.)
- ☐ Meet with partners and stakeholders
- ☐ Create a budget for any materials
- ☐ Confirm date and time
- ☐ Identify panelists or special guests and send invitations
- ☐ Meet with marketing or promotional partners
- ☐ Send out promotional materials

### SPEAKER

- ☐ Create a list of volunteers to assist with day-of needs
- ☐ Confirm panelists or guests
- Get any permissions, release forms or licensing needed
- ☐ Work with marketing partners to capture event photos
- ☐ Track attendance and get feedback
- ☐ Share report or presentation with colleagues or stakeholders

### FUN