

ON-SITE Social & Circularity Day - Checklist/Timeline for organizing the event

Event name:

Responsible person:

Budget:



Preparations before the event:

Decide on the key elements of the Social & Circularity Day

1. **Goal and objectives** of the Social & Circularity Day: Why are we organizing the Social & Circularity Day? What is the reason? How can we measure the goals for our event?
2. **Target groups:** You need to consider the target group when planning the Social & Circularity Day. Decide how to reach the target group and what marketing channels you can use (locally, regionally or nationally)
3. **Type of event:**
 - a. *Seminar (maximum 2 hours including a short break)*
+ interactivity with discussions and connections. Those attending are often engaged and open to network.
- Higher threshold to attend if you're not initiated. Might be more difficult logistically to organize.
 - b. *Open house (Up to a day)*
+ Lower threshold to attend. Easier with content and logistics. Even more opportunities to connect and network.
- Difficult to control who attends, difficult quality assurance regarding content.
 - c. *Workshop (Maximum 2 hours, 30 mins more with networking afterwards)*
+ More active, with more interactivity. Smaller groups, easier to control.
- More demanding regarding preparations, and from attendees.

Bonus activities: Showcases/Best practices

+ Easy content making. Boosts interest with success stories.

- Should be done in combination with one of the alternatives above (a-c)

The target group and the estimated number of participants will affect the selection of the event type.

4. **Date, time, and place:** Where will the event be organized? What time and how long.
5. **Program:**
 - Make a detailed program for the event with timings per activity, presentations of SCE-VET materials (the Guide, MOOC, Canvas) and best practices.

Ensure that the program activities and sessions are time realistic. Always think about a plan B.

6. **Involved persons** (clear scripts of roles for organizer, IT-support, lecturers/presenters, moderator)

7. **Practical matters & Budget:**

Please consider the budget and the estimated number of participants when deciding the practical matters.

- health & safety
- bookings (venue, experts, transports etc). Venue accessibility, IT equipment/Wi-Fi, space(s), restrooms, decorations (banners, flyers etc).
- licenses (allowed to play music to public during the event?)
- parking
- food & refreshments
- estimated number of participants.

Take into consideration for example rental costs, catering, costs for speakers, materials, printouts, copyrights, marketing etc.

8. **Invitation and marketing:** Make an attractive marketing plan for the Social & *Circularity Day* depending on the target group.

- Create Marketing material!
- Create invitations (layout and content related adapted to target group)
- Design and create event promotion. Include short information of the event and “Save the date”.
- Decide invitation channels (forms, e-mails, database. How can the participants register? contact details if feedback and evaluation needed)

Activities during the event:

Final checking regarding program and arrangements (plan B?). **The organizer in involved persons** follow the program and clear scripts with individual responsibilities with name tags.

The following activities follow the program:

1. **Technical support:** available contact person for technical issues during the whole event.
2. **Material for the participants:** Program, pens, paper
3. **Documentation:** Take photos, write texts and articles to use in marketing and social media
4. **Attendance list** (contact details if feedback and evaluation needed)

Make sure the program is available on site, to ensure that the program activities and sessions are realistic that your participants are informed and can follow throughout the event.

Tips: Test the venue equipment well in advance and make sure that needed material is available and present.

Activities after the event:

Conclusion and evaluation discussion. **The organizer in involved persons** get together and evaluate the event arrangements and activities.

1. **Follow up:** Send out feedback/evaluation forms to the participants (on paper or online?)
2. **Did we meet the objectives?** Feedback to all involved persons.



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