

Activity name: _____

Activity date: _____

Before the activity:

- Brainstorm ideas for an activity.
- Select a venue.
- Set a date and time.
- Assign roles/responsibilities for the activity.
- Review chapter finances for the activity.
- Submit an activity request on imakeanimpact.org
- Invite members to the activity.
- Create an agenda for the activity.
- Invite local media and legislators.
- Confirm details and review tasks.

Day of the activity:

- Gather necessary materials for the activity.
- Post a reminder in your chapter closed Facebook group.
- Track attendance using the attendance tool on imakeanimpact.org.
- Take photos.
- Have fun!

After the activity:

- Submit an activity report on imakeanimpact.org.
- Follow up with members for feedback about the activity.
- Reflect on the activity. What went well? What could have gone better?
- Send thank-you notes to those who helped with the activity.