



## **TIMELINE**

### **Two to three months before the event:**

- Advertise event, recruit participants
- Reserve rooms
- Line up speakers
- Arrange for site visits
- Recruit adult assistants, if necessary
- Plan for transportation of youth, if necessary
- Reserve audio-visual equipment needed

### **One month before the event:**

- Check in with speakers to see how their presentations are progressing
- Confirm time that site visits will take place
- Confirm speakers at those sites
- Plan for snacks, beverages and other food to be served at event.
- Send letters to participants and adult assistants.

### **One week before the event:**

- Gather supplies for garden-based learning activities
- Procure notebooks for youth participants
- Visit room or location to check on audio-visual equipment.
- (Depending on your familiarity with speakers and sites!): one last check to ensure all is well with those assisting with your program.