



## EVENT PROGRAM CHECKLIST

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The following document is a list of questions that need to be considered when planning an American Revolution program for any type of audience. The content is not all inclusive and can be amended to fit the needs of any living history event's desired outcomes.

**EVENT NAME:** \_\_\_\_\_

**EVENT ADDRESS:** \_\_\_\_\_

**EVENT COORDINATOR:** \_\_\_\_\_

### **EDUCATIONAL MISSION**

1. Define the Educational Mission of the event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. List all the Event Stakeholders along with their position (ie. Bob Jones - School Superintendent):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Educational Mission been conveyed to ALL Event Stakeholders:

\_\_\_\_\_ Yes

\_\_\_\_\_ No

4. What is the target audience for this event? Check all that apply.

\_\_\_\_\_ Elementary School

\_\_\_\_\_ Intermediate School

\_\_\_\_\_ Middle School

\_\_\_\_\_ High School

\_\_\_\_\_ Other: \_\_\_\_\_

5. List the following information for all presentations that will be conducted during the event: Name of Presenter, Station, Name of Presentation/Station, Type of Presentation/Demonstration, Description of Presentation. Record this information on Page 10 of this document.
6. List has been communicated to all presenters/staff:
- \_\_\_\_\_ Yes
- \_\_\_\_\_ No

## **COMMUNICATIONS**

7. Name of Event Coordinator: \_\_\_\_\_
8. Name of Education Site Coordinator: \_\_\_\_\_  
(This person needs to be someone who is not presenting)
9. Name of the Logistics Coordinator: \_\_\_\_\_
10. What will be the primary source of communication?
- \_\_\_\_\_ Email
- \_\_\_\_\_ Phone
- \_\_\_\_\_ Text
- \_\_\_\_\_ Other: \_\_\_\_\_
11. Communication updates will occur:
- \_\_\_\_\_ Weekly
- \_\_\_\_\_ Biweekly
- \_\_\_\_\_ As Needed
12. Presenters/Staff meeting(s) prior to the event:
- \_\_\_\_\_ Yes
- \_\_\_\_\_ No
13. Presenters/Staff meetings will be:
- \_\_\_\_\_ In Person
- \_\_\_\_\_ Via Zoom
- \_\_\_\_\_ Other \_\_\_\_\_

14. Presenters/Staff will be given a site map and briefing:
- \_\_\_\_\_ Before arrival
- \_\_\_\_\_ Upon Arrival
15. There will be a Presenters/Staff, onsite, after set-up and prior to the event for last minute instructions and update:
- \_\_\_\_\_ Yes
- \_\_\_\_\_ No
16. There will be an After Action Review at the conclusion of the event:
- \_\_\_\_\_ Yes
- \_\_\_\_\_ No
17. Road condition updates will be made available for those traveling to the site:
- \_\_\_\_\_ Yes
- \_\_\_\_\_ No
18. Inclement weather provisions are in place and communicated to Presenters/Staff:
- \_\_\_\_\_ Yes
- \_\_\_\_\_ No
19. Event cancellation policy established and communicated to Presenters/Staff:
- \_\_\_\_\_ Yes
- \_\_\_\_\_ No

### **SITE VENUE**

20. What type of venue will Presenters be using? Check all that apply.

- \_\_\_\_\_ Classroom/Multiple Classroom
- \_\_\_\_\_ Gym/Auditorium/Multi-purpose Room
- \_\_\_\_\_ Outdoor area (Playground, Practice Field, Park)
- \_\_\_\_\_ Museum/Museum Grounds
- \_\_\_\_\_ Historic Site/Grounds

\_\_\_\_\_ Battlefield

21. Early set up (day before the event) permitted:

\_\_\_\_\_ Yes

\_\_\_\_\_ No

22. If early set up is permitted, is the site secure?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

23. Camping permitted on site:

\_\_\_\_\_ Yes

\_\_\_\_\_ No

24. Campfire permitted on site:

\_\_\_\_\_ Yes

\_\_\_\_\_ No

25. Firewood supplied by site:

\_\_\_\_\_ Yes

\_\_\_\_\_ No

**26. Firearms and/or cannons permitted on site:**

\_\_\_\_\_ **Yes**

\_\_\_\_\_ **No**

**27. Firing of firearms and/or cannons permitted on site:**

\_\_\_\_\_ **Yes**

\_\_\_\_\_ **No**

28. Site will provide help to Presenters/Staff with unloading/loading and/or set up/tear down of event stations:

\_\_\_\_\_ Yes

\_\_\_\_\_ No

29. Person in charge of clearing the site: \_\_\_\_\_

30. Restroom facilities located ON site:

\_\_\_\_\_ Yes

\_\_\_\_\_ No

\*Note: If Port-a-Johns are to be used, it is highly recommended that a least one be a handicapped model. Not only for special needs guests, but it makes it much easier for dressed out females to use the facilities.

31. Water available ON site:

\_\_\_\_\_ Yes

\_\_\_\_\_ No

32. If required by Presenters/Staff, tables/seating are provided by site:

\_\_\_\_\_ Yes

\_\_\_\_\_ No

33. Presenters/Staff are able to drive onsite for loading and unloading equipment:

\_\_\_\_\_ Yes

\_\_\_\_\_ No

34. Parking is conveniently located to site:

\_\_\_\_\_ Yes

\_\_\_\_\_ No

35. If an all-day event is planned, lunch and water will be provided to Presenters/Staff:

\_\_\_\_\_ Yes

\_\_\_\_\_ No

### **EMERGENCY PROCEDURES**

36. Emergency procedures for the following have been established and communicated to the Presenters/ Staff. Check all that apply.

\_\_\_\_\_ Inclement weather (ie. Tornadoes, severe storms/wind)

\_\_\_\_\_ Fire

- Active Shooter
- Bomb Threat
- Hostage Situation
- Medical Emergency

37. Venue has onsite security:

- Yes
- No

38. Emergency equipment (first aid kit, fire extinguisher, etc) is available onsite:

- Yes
- No

39. Local authorities have been made aware of cannon fire/musket fire will be conducted onsite:

- Yes
- No

40. Site requires Presenters/Staff to carry their own event insurance:

- Yes
- No

41. Presenters/Staff is covered by site insurance:

- Yes
- No

### **PROGRAM FORMAT**

42. Projected number of event attendees: \_\_\_\_\_

43. Format of event program:

- Timed, rotating groups of guests accompanied by teacher(s)/chaperone(s)
- Guests will move through the stations at their own pace accompanied by teacher(s)/chaperone(s)
- Other: \_\_\_\_\_

44. If groups are rotating through the stations:

a. What is the number of students per group: \_\_\_\_\_

b. How many groups will be rotating through: \_\_\_\_\_

c. How much time will be allotted per group: \_\_\_\_\_

45. Presenters/Staff have been provided an Event Schedule by the Event Coordinator:

\_\_\_\_\_ Yes

\_\_\_\_\_ No

46. If required, Special Needs Accommodations have been communicated to the Presenters/Staff prior to the event:

\_\_\_\_\_ Yes

\_\_\_\_\_ No

47. If required, Special Needs Accommodations are provided by Presenters/Staff at each station:

\_\_\_\_\_ Yes

\_\_\_\_\_ No

## **TECHNOLOGY**

48. If needed, the following technology devices are provided onsite. Check all that apply.

\_\_\_\_\_ Projector

\_\_\_\_\_ Screen

\_\_\_\_\_ Audio

\_\_\_\_\_ Microphone

\_\_\_\_\_ Electricity

\_\_\_\_\_ Extension Cords

\_\_\_\_\_ Computer

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_ No Technology Devices will be provided by the site

**EVENT BUDGET**

49. Monetary amount of event budget: \_\_\_\_\_

50. Presenters will compensated for the following: (Check all that apply and list budgeted amount)

- \_\_\_\_\_ Presentation \$ \_\_\_\_\_
- \_\_\_\_\_ Travel Expenses \$ \_\_\_\_\_
- \_\_\_\_\_ Presentation Materials \$ \_\_\_\_\_
- \_\_\_\_\_ Other: \_\_\_\_\_ \$ \_\_\_\_\_

**MARKETING/PROMOTION**

51. Event Coordinator/Event Media Specialists will market the event on the following social media: (Check all that apply)

- \_\_\_\_\_ Email Lists
- \_\_\_\_\_ Facebook
- \_\_\_\_\_ Twitter
- \_\_\_\_\_ Instagram
- \_\_\_\_\_ Other: \_\_\_\_\_

52. The following news outlets will be used in event advertising: (Check all that apply)

- \_\_\_\_\_ Radio
- \_\_\_\_\_ TV
- \_\_\_\_\_ Newspaper

53. If applicable, Event Coordinator/Event Media Specialist will use Presenter’s logos when marketing the event:

- \_\_\_\_\_ Yes
- \_\_\_\_\_ No

54. Event will have a site photographer present the day of the event and all pictures will be made available to Presenters/Staff to use on their personal social media pages:

- \_\_\_\_\_ Yes
- \_\_\_\_\_ No



55. An Event Videographer will be onsite the day of the event and video will be make available to Presenters/Staff for use on their own social media pages:

\_\_\_\_\_ Yes

\_\_\_\_\_ No

### **OTHER THOUGHTS**

**\*When planning an education event, begin the planning process and invite presenters as early as possible. Living history presenters, like everyone, need to get events on their calendars as soon as possible so they may plant their schedules. As we move closer to the 250th anniversary of various events in our area and across the state of South Carolina, living historians/reenactors will get increasingly more busy.**

**\*Try to avoid scheduling a school event on a Friday, unless that is the ONLY day available at your school site. Many presenters also reenact and Friday is a travel day for weekend events. Keep in mind reenactments occur all year long, even in the winter months. Also know that Monday is hard day for reenactors as well since most will be traveling home late Sunday night from weekend events.**

***PARTICIPATING EVENT PRESENTERS***

<b>PRESENTER NAME</b>	<b>TITLE OF PRESENTATION/ STATION</b>	<b>TYPE OF PRESENTATION (e.g. Backcountry, Military, Genealogy)</b>	<b>DESCRIPTION OF PRESENTATION</b>

***PARTICIPATING EVENT PRESENTERS***


