

# Event Checklist

- Plan a community service event with your team
- Contact your local chamber of commerce to help establish business partnerships
- Lock down date and time; set location
- Confirm number of participants
- Confirm on-site security protocols
- Arrange shipping/delivery approvals for materials/signage and kits/packing supplies if applicable
- Promote event using the customizable #DHProud poster and oral hygiene Tip Sheets (including social media assets)
- Contact local dental hygienists and recruit additional support
- Secure all event materials, signage, decorations, tablecloths, folding tables and balloons
- Confirm on-site staffing roles and brief staff ahead of event
- Check in with all vendors to remind of arrival time
- Set up signage and materials for transport and plan to set up at least two hours before the event begins
- Share follow-up note thanking patients for their time