

Initial Tasks: 3 months prior to Edcamp	Organizer	Completed
Choose a date and secure a venue.		
Create your team and schedule team meetings.		
Name your Edcamp (must have "Edcamp" in the name).		
Create a logo for your Edcamp (optional).		
Set up a Twitter account (optional).		
Set up a website or web presence (optional).		
Register your event with the Edcamp Team at Digital Promise. Apply for an Edcamp-in-a-Box (3 months prior to event).		
Set up an Eventbrite page to register attendees.		
Determine schedule for the day - Are you providing breakfast? Lunch?		
Contact sponsors. Create a shared document so all organizers can help.		
Tasks: 1 week prior to Edcamp	Organizer	Completed
Create any necessary signage: link to online session board, Wi-Fi codes, directional signs, also signs with sponsor logos are appreciated.		
Walk through the venue - determine placement of the session board, check out facilities for serving food and beverages, check rooms and determine which rooms have projectors and screens.		
Confirm food order and delivery/pick-up time (optional).		
Gather supplies - tape, markers and sticky notes, nametags, extension cords, dongles, anything you think may come in handy.		
Determine who will do opening remarks and prepare slides if necessary. Remember to use Edcamp slides as well! (see website)		
Create your session board in Google Docs (optional).		
Confirm jobs for Edcamp Day:		
Who's running check in?		
Who's running LATE check in?		
Who's setting up/cleaning up refreshments?		
Who's editing the Session Board?		
Who's following the hashtag/tweeting (optional)?		
Who's taking pictures?		
Tasks: Evening prior to Edcamp	Organizer	Completed
Hang any signs that you are permitted to hang.		
Check Wi-Fi.		
Get microphones and check set up for opening remarks.		
Site walk-through:		
Take a picture of each room to ensure set-up is the same after Edcamp.		
Check out the technology hook ups, projectors, etc...		
Ensure spaces have all needed supplies.		
Set up Session Board.		

Tasks: Edcamp Day	Organizer	Completed
Relax and Smile. This will be a great day!		
Greet everyone. Explain how an Edcamp works to newbies.		
Continually check the refreshments and keep the area clean.		
Build the Session Board. Keep encouraging participation!		
Take Photos.		
Tweet (optional).		
Encourage note taking in the Google Session Notes.		
Learn and Share!		
Tasks: Edcamp Day, Post-Event	Organizer	Completed
Final Walk-through:		
Empty Trash.		
Use pictures from night before to ensure set-up is same.		
Gather supplies from each room.		
Take down signage.		
Tasks: Within 2 weeks after event	Organizer	Completed
Send follow-up thank you e-mail to participants. You can export list from your Eventbrite page.		
Provide certificates of attendance. See website for template.		
Send thank-you emails to all sponsors.		
Meet with planning team to reflect.		
Submit materials to the Edcamp Team at Digital Promise.		
Session board.		
Photos.		
Registration list (if you didn't use our official Eventbrite account).		
Reflections for Edcamp newsletter (optional).		
Celebrate!		