**Zooming into Membership Event Checklist**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action Item or Responsibility** | **Timeline** | **Individual (s) Responsible** | **Due Date**  | **Status** |
| 1. Set up event registration within Zoom (or other online platform), adding fields for the data you wish to collect.
 | At least one month prior to the event. |  |  |  |
| 1. Set up promotion schedule for the event using all communication channels available to you.
 | At least one month prior to the event. |  |  |  |
| 1. Identify at least one local PTA to present at the event; confirm their attendance and the basic theme of their presentation.
 | At least 2 weeks prior to the event. |  |  |  |
| 1. Identify the topics, resources, tools and tips your PTA will highlight during the event. Use resources from all levels of PTA.
 | At least two weeks prior to the event. |  |  |  |
| 1. Prepare the PowerPoint. Include the local PTA presenter slides, your PTA’s slides, an intro/tech slide and a thank you slide.
 | At least one week prior to the event. |  |  |  |
| 1. Assign Roles—Who will host and co-host, who will present from your PTA and which slides, who will handle tech issues, who will watch the chat box, and who will advance the PowerPoint.
 | At least one week prior to the event. |  |  |  |
| 1. Hold a practice session for all presenters and time the sections and overall event run-of-show.
 | At least 3 days prior to the event. |  |  |  |
| 1. Arrive early, start on time, record the event, and finish on time.
 | Day of your event. |  |  |  |
| 1. Thank attendees, invite registrants who missed it to view the recording, and thank presenters.
 | No more than 5 days after the event. |  |  |  |