Step 6: Manage the Event Logistics

Date/Time

Create your own list or use the templates provided, adjusting as needed.

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| √ | DATE/TIME – Items | Notes |
| Determining the best day and time to hold an event is important, because it can determine people’s attendance; some things to consider include: | | |
|  | 1. Do our planned date(s) conflict with other major events or holidays? |  |
|  | 1. Is there a day of the week and/or time of day that is better for our audience? |  |
|  | 1. Are there any things we should consider in terms of how long the session is, breaking it up into multiple sessions, spreading days out, etc. |  |