

ACTION LEADER CHECKLIST

Ready:

Gather resources

- ☐ List the resources and materials including additional people you will need
- ☐ Identify the source for each resource and material
- ☐ Identify the location of your Action
- ☐ Determine how materials will be transported to the site
- ☐ Contact friends, family and coworkers for help in advance, for pre-Action preparations and on the day of

Set:

Putting the word out

- ☐ Logos, images and social media content will be made available for you to customize for your Action. Please contact us to request these materials
- ☐ Register your Action on the 100in1Day.org website using the Online Platform Toolkit.
- ☐ Share the link to your Action from the 100in1Day.org website through social media and email
- ☐ Use the **#100in1dayYYC** and **#100in1DayCanada** hashtags
- ☐ Connect with local community leaders and businesses to help spread the word and to help provide the materials you need
- ☐ Tell all your friends and family and ask them to also spread the word and help with your Action
- ☐ Contact your local city Councillor. They might be able to help you spread the word through their communication channels
- ☐ Planning an Action in a park? Visit [The City of Calgary](#) website and search for [Park Bookings](#) to get information about sites, permits and bookings
- ☐ Connect with other Action Leaders in your neighbourhood to assist each other with promotion and to share ideas. You can find them through the 100in1Day.org once they upload their Actions

Action!

100in1Day Actions – Saturday June 2nd, 2018

- ☐ Set up your Action as planned
- ☐ Have fun, and be mindful of how people experience your Action. Stay safe and clean-up any mess or garbage left as a result of your activity. Remember: You are making Calgary a better place!
- ☐ Take photos of your Action. Get action shots and ones of people smiling and participating. Ensure you get permission to take and share their photo
- ☐ Share them using the **#100in1dayYYC** and **#100in1DayCanada** hashtags
- ☐ Keep track of your results – number of participants, comments, what worked/what didn't

- ❑ If media comes, be prepared to discuss your Action. Keep a record of who came, and follow up to see if your Action was covered. Let us know, we'd love to share your moment in the spotlight

After your Action

- ❑ Clean up any garbage that resulted from your Action. Leave no trace! (Unless it is art and you have had permission to do so)

Follow up

- ❑ Share your photos and results online using the **#100in1dayYYC** and **#100In1DayCanada** hashtags
- ❑ We will follow up with you post-action to request your feedback via a survey
- ❑ Share your stories! Send an email or blog post to gabriela@greencalgary.org or tweet to us. We want to know how it all went!
- ❑ Please email us your photos from the Actions. You can send via Google Drive, Dropbox, WeTransfer or Flickr. If you have permission we would love to use these in the future

Wrap Action

- ❑ Share your stories with other 100in1day Action Leaders at our Wrap Up gathering. Date and location to be determined

For any further help, questions or for emailing photos and stories: gabriela@greencalgary.org

Key Dates

Mar – May	Ongoing Workshops Check http://www.greencalgary.org/green-homes-communities/100in1day/ for full list
April 9 th	Action registration opens on the http://www.100in1day.org/ website
May 15 th	Soft deadline for Action registration (We will accept registrations right up to June 2 nd ; however registering early will let us promote your Action)
May 31 st	Action digital materials will be emailed to you upon request
June 2 nd	100In1Day Calgary Begins!
June	Post-Action Gathering. Date and location to be determined