

Here is a list of things to consider doing for your next *Let's Talk Soil* event!

To do a month before the event:

- Pick a date!
- Location?
- Contact special guests or speakers (CCAs, Neighbours, OSN members, OMAFRA, etc)
- Plan itinerary
- Contact OSN Coordinator or Strategist
 - Plan advertisement
- How many people might attend?
- Book site or audio/video equipment, toilet facilities (if necessary)

To do a few weeks before the event:

- Delegate Responsibilities (like picking up food, inviting neighbours, etc.)
- Yard cleanup
- Touch base with special guests/speakers
 - Do they have particular needs? (How much space, table, hydro, water)
 - Confirm your expectations.
- RSVP's – has the number of people changed?
- Seating?
- Printing handouts?
- Follow up on any bookings

The day before the event:

- Finish cleanup
- Location setup
- Refreshments –
 - From where? Who is picking it up?
- You're all set for your event! Have fun!

The day after the event:

- Reflect: How many people were there? What worked? What would you do differently? What were the key messages?

If you need support at any point, contact your Provincial Coordinator