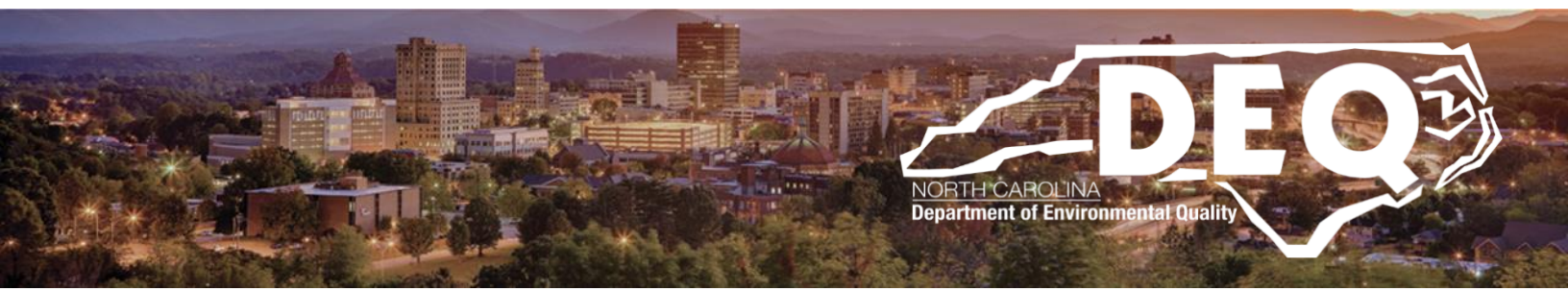


NC Creek Week Network

Tips for a Successful Creek Week

Task	When Should This Task Be Completed (Planning Timeline)
<ul style="list-style-type: none"> • Identify key stakeholders/committee • Establishing dates • Investigating funding sources 	1 Year in Advance
<ul style="list-style-type: none"> • Design T-Shirts? • Set up meetings and invite key partners, host first planning meeting • Set up website, start panning out calendar of events with partners • Confirm/apply for any additional funding sources 	6 Months in Advance
<ul style="list-style-type: none"> • Place order for T-Shirts • Continue to reach out to potential partners, maybe their schedule has freed up a bit • Confirm Calendar of Events, launch website, set up Facebook events • Set up marketing/advertising 	3 Months in Advance



<ul style="list-style-type: none"> • Pick up shirts from vendor, distribute shirts 2 weeks out (encourage everyone to start wearing them for advertising) • Follow up with partners, do you have all the information you need to properly promote their event? • Begin advertising events, distribute promotional flyers 	<p>1 Month in Advance</p>
<ul style="list-style-type: none"> • Social Media reminders; distribute t-shirts if you haven't already. Distribute flyers and promotional materials 	<p>1 Week in Advance</p>
<ul style="list-style-type: none"> • Gather supplies/load vehicle (if hosting off site) • (for outdoor events) Check weather/notify volunteers 	<p>1 Day in Advance</p>
<ul style="list-style-type: none"> • Put out event signs, post reminder on social media, attend as many events as you can, help set-up and clean-up events 	<p>Day of Event</p>



