

Scratch Day Planning Checklist



Use this checklist as a guide to help plan your to-do's before, during, and after your Scratch Day.

Imagine
Plan
Invite
Post

In advance

- Pick your venue
- Pick a time
- Decide on activities
- Invite participants
- Gather volunteer facilitators
- Send out your agenda
- Find funding (optional)

During

- Check in on participants
- Use facilitator tips
- Share your projects!
- Photograph your event
- Share your day on social media with the hashtag #scratchday

Before

- Gather activity materials
- Test your tech
- Consider snacks, food, utensils
- Gather supplies for clean up
- Consider signage
- Remind participants of your event
- Arrange, organize, and prepare your space

After

- Clean up
- Debrief with facilitation team
- Follow up with participants (optional)
- Celebrate!
- Tell us about your event!

Notes
