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)

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

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

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

Notes