

Wikipedia Edit-a-thon Planning Checklist

Logistics:

- Event space reserved
- Furniture:
 - ____ chairs and ____ tables for workspace
 - ____ tables for food, welcome table, reference materials
 - whiteboard or easel with large flip-pad, markers
 - podium (if needed)
- Technological equipment: extra laptops and power cords, projector, screen
- Schedule and responsibilities for colleagues and volunteers staffing the edit-a-thon

Publicity:

- Meetup page created, with list of suggested topics
- Event hashtag designated
- Outreach to WikiProject NC or experienced Wikipedia editors in your area
- Media contact list, including local media outlets and local groups or listservs dedicated to your edit-a-thon's topic

At the Event:

- Signage to help people find the edit-a-thon space
- Introductory presentation on editing Wikipedia
- Copies of handouts on editing Wikipedia
- Welcome table materials: nametags, sign-in sheets, library/institutional brochures
- Reference materials, bibliographies, or information folders on potential article topics
- Food table: snacks, drinks, cups, ice, plates, napkins, utensils, trash cans, etc.