

Wikipedia Edit-a-Thon Planning Timeline

Four months before:

- Choose your theme, date, and time/duration.
- Reserve your event space.
- Confirm the availability of any guest speakers and brief them on their role during the edit-a-thon.
- If you are planning to borrow laptops or any other technological equipment for your event, coordinate this with your IT department.
- Create edit-a-thon meet-up page.
- Identify and reach out to any possible co-sponsors.
- Decide on your edit-a-thon budget.

Three months before:

- Decide how your event space will be laid out.
- Based on this, develop defined staffing needs. You'll ask your colleagues to volunteer for these staffing roles one month before your edit-a-thon.
- Coordinate chairs, tables, and any additional furniture for your edit-a-thon space.
- Start to publicize! In particular, check on deadlines for being included in your institution's event calendars and newsletters (paper and email) and work with your communications department to create an event flyer or other graphics.

Two months before:

- Begin to brainstorm list of possible article topics and add them to your edit-a-thon meet-up page for attendees to refer to during the event.
- Pull together reference/research resources that will support research and writing on these article topics.
 - Confirm that you'll be able to borrow any books, pamphlets, or other printed items on the day of the edit-a-thon. Determine how you'll handle signing them out to attendees during the edit-a-thon.
 - If items are rare or fragile, consider making photocopies for attendees to work from.
 - Prepare bibliographies, pathfinders, or information folders for each potential article topic.
- Pull together presentation and handouts on editing Wikipedia.

One month before:

- If you'll be using caterers for the event, contact them and place your order.
- Ask your colleagues to volunteer to help with the edit-a-thon. Divide up the edit-a-thon into shifts and create a schedule, if warranted.

One to two weeks before:

- If you're handling food and beverages yourself, plan a shopping trip. Remember plates, napkins, eating utensils, serving utensils, cups, ice, and tablecloths. Small bottles of water for any speakers may also be desirable.
- Prepare any directional signage needed to help attendees find event space.
- Copy any handouts, including resource lists and instructions on editing Wikipedia articles.
- Prepare or gather materials (including nametags and sign-in sheet) for welcome table.
- Send out event reminders via email lists, social media, etc.