



Event Checklist

Planning Checklist:

- Logistics Confirmed with Host or Venue
- Promotion of Event on Michigan LCV Website
- Promotion of Event on Social Media
- Official Email Invite
- Follow-up Calls to Invitees
- Review of Talking Points
- Michigan LCV Staffer Present at your Event
- _____
- _____

Materials Checklist:

- Sign-in Sheet
- Blank Nametags
- Pre-printed Nametags
- Name Cards for Hosts or Guest Speakers
- MLCV Marketing Materials
 - Plan of Action
 - Newsletters
 - Cycle of Accountability
- Petitions
- Postcards
- Agenda
- Talking Points
- RSVP List
- Pens
- Snacks or Refreshments (If providing)
 - Utensils, Plates, Bowls, and Cups
- Other: _____

Thank you for being a dedicated Michigan LCV volunteer and for hosting an event. Your event will be a crucial step to ensuring our elected officials prioritize clean air and water for all Michiganders.