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| **Dates** | **Action Items & Notes** | **Toolkit Resources** |
| **Month/s YEAR**  3-4 months before event | * Kick off meeting with core planning team * Identify stakeholders and partners * Draft list of educational resources – use input from partners to update * Determine venue, event date and duration, and name * Develop and initiate communications plan   **\****Distribute save-the-date announcements when event details are confirmed.* | * Example soilSHOP Planning Timeline * Example Resources Sheet for Further Information |
| **Month/s YEAR**  2 months before event | * Develop communication and outreach materials (flyers, logo, announcements, soil sampling kit) * Continue meetings and calls with stakeholders/planning team * Review supplies and equipment needs (XRFs, gloves, calculators, log books, forms; tables, chairs, pop up tents) * Discuss logistics – venue, AC outlets, parking, restrooms, rain plan, etc. * Address translation (if needed) - are community volunteers available? * Identify potential personnel for event (volunteers, agency staff, etc.)   *\*Note any upcoming vacations for key personnel* | * Soil Sampling Cartoon - Color * soilSHOP Logo (writable pdf) * Log In Form * Example Outreach Flyer * Example soilSHOP Equipment and Printed Materials Checklist * Example Staff Roles and Functions |
| **Month/s YEAR**  1 month before | * Confirm personnel commitments from various agencies/volunteers * Assign staff to station teams (Log In, Screening, Health Ed.) and schedule team calls * Implement communications plan (through web sites, list serves, newsletters, local papers, businesses, community meetings, etc.) * Finalize all event materials (Log In Form, Labels, Sample Result Card, Health Education Consultation Evaluation Form, signage, Etc.) * Hold group call to finalize sample kit distribution plan | * Health Education Consultation Evaluation Form * Example soilSHOP Sample Labels * Example Screening Result Card * Example Staff Roles and Functions * Example soilSHOP Equipment and Printed Materials Checklist |
| **Month/s YEAR**  3-4 weeks before | * Schedule team calls – Log In/Registration Team, Screening Team, and Health Education Team – and schedule training calls * Continue implementing communications plan (Round 1 of Sample Kit Distribution) * Continue logistics planning * Finalize educational materials (Resources Sheet, Trifold, etc); print materials as needed or post on a community/event web site * Review equipment and printed materials checklist; order any materials/supplies needed | * soilSHOP\_Trifold – Eng/Span * Example Resources Sheet for Further Information * Example soilSHOP Equipment and Printed Materials Checklist |
| **Month/s YEAR**  2-3 weeks before | * Continue outreach meetings in community * Continue logistics planning * Confirm availability of all materials/supplies * Develop soil screening plans (Example Soil Screening Guidance) * Finalize health educator materials; reach agreement with partners on key messages * Discuss health, safety and other special considerations | * Example soilSHOP Equipment and Printed Materials Checklist * Example Soil Screening Guidance |
| **Month/s YEAR**  1-2 weeks before | * Continue logistics planning * Visit event venue to review logistics * Confirm staff assignments and availability * Conduct volunteer and staff training calls * Continue implementing communications plan (Round 2 of Sample Kit Distribution)Print and ship or package all event material   *\*Note: Keep track of holidays impacting business hours and shipping capabilities* | * Example Staff Roles and Functions |
| 2-3 days before | * Develop and share cell phone contact list for event team * Send logistics email to event team with directions, contact list, weather forecast, dress code, food, parking, and other necessary information |  |
| Day of soilSHOP**: [DAY], [MONTH] [DAY], [YEAR]**   * **Implement soilSHOP (arrive early for set up!)** | |
| 1 - 2 weeks Post-Event | * Conduct post-event call with soilSHOP staff and partners to review event successes and lessons learned * Send recap email and thank you letters to staff and partners * Share event information with [soilSHOP@cdc.gov](mailto:soilSHOP@cdc.gov) – visit [www.(insert future soilSHOP website, past events page url).com] | * Example Thank You Letter |

= Core planning group activities = Core planning group, soilSHOP partners, and staff activities