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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 – visit [www.(insert future soilSHOP website, past events page url).com]
 | * Example Thank You Letter

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