

## **EVENT PLANNING CHECKLIST**

*The following checklist can help execute Grain Safety Stand Up events. This is a suggested timeline—you may need to adjust based on the activities being planned.*



### **Several Weeks Out**

- Determine topics/hazards to address
- Determine what kind of event(s)/activity(ies) to hold, and how many people you expect will attend.
- Set the date and time. Try to find a time when most of your employees can attend or schedule multiple times.
- Select a location that is suitable for your event.
- Identify resources needed (e.g., audiovisual equipment, chairs, handouts/publications).
- Get event on calendar.

### **Three Weeks Out**

- Organize speaker presentations and/or demonstrations (e.g., grain dust explosion, engulfment, sweep augers –LO/TO/Guarding, Falls – Ladder Safety Devices, harness, ladder use).
- Prepare a preliminary event agenda. Circulate with alliance/speakers for buy-in.
- Customize your event invitation. Be sure to include all relevant information (e.g., dates, times, locations, logos, etc).
- Create an attendee invitation list. Review to ensure all contact information/email addresses/key personnel are current.
- Email invitations to your event (Outlook or other calendar request if possible).
- Use sample content from [Grain Stand Up](#) to create your invitations.

### **One Week Out**

- Confirm speaker(s), presentations or demonstrations. Designate a photographer for event.
- Prepare a post-event survey to gather feedback about the event.

### **The Day Before the Event**

- Send out a reminder email to your attendee invite list.
- Print out any training materials you may be using.

### **The Day of the Event**

- Set up the space at least two hours before the event; check audio-visual equipment one hour before. Take pictures of your event and share them on social media with #StandUp4GrainSafety, in your newsletter, or on your website.
- Don't forget to distribute the event survey and collect results.

### **Event Follow-Up**

- Analyze the event survey results.
- Discuss what you learned and what your company can improve upon.
- Fill out the [Certificate of Participation](#) form on the Grain Safety Stand Up Web page.
- Download your [Grain Safety Stand-Up certificate](#) . Print and display your certificate to show your commitment.