

Scratch Day

Planning Checklist



Use this checklist as a guide to help plan your to-do's before, during, and after your Scratch Day.

Imagine

Plan

Invite

Post

In Advance

- ☐ Pick your venue
- ☐ Pick a time
- ☐ Decide on activities
- ☐ Invite participants
- ☐ Gather volunteer facilitators
- ☐ Send out your agenda
- ☐ Find funding (*optional*)

Before

- ☐ Gather activity materials
- ☐ Test your tech
- ☐ Consider snacks, food, utensils
- ☐ Gather supplies for clean up
- ☐ Consider signage
- ☐ Remind participants of your event
- ☐ Brief volunteers on their to-dos
- ☐ Arrange, organize, and prepare your space

During

- ☐ Check in on participants
- ☐ Use facilitator tips
- ☐ Share your projects!
- ☐ Photograph your event
- ☐ Share your day on social media with the hashtag #ScratchDay, you can also tag Scratch on your posts! (@scratch on Twitter and @scratchteam on Instagram)

After

- ☐ Clean up
- ☐ Debrief with facilitation team
- ☐ Follow up with participants (*optional*)
- ☐ Celebrate!
- ☐ Tell us about your event through the post-event survey!