

Step 3: Pick a date and plan a timeline

A sample timeline. Tick the tasks off as you go.

THREE MONTHS OUT

- ☐ Identify newsroom participants and their roles
- ☐ Confirm partner organization for storytelling
- ☐ Finalize logistics including budget, venue and date
- ☐ Create a social media plan with possible illustrators.

TWO MONTHS OUT

- ☐ Finalize individual storytellers
- ☐ Workshop #1
- ☐ Workshop #2 (if applicable)
- ☐ Workshop #3 (if applicable)

ONE MONTH OUT

- ☐ Begin promotion of event
- ☐ Design and print programs

TWO WEEKS OUT

- ☐ Finalize run of show
- ☐ Rehearsal + Tour storytellers through space where event will take place
- ☐ Videotape stories (if applicable)

DAY OF EVENT

- ☐ Host event (refer to run of show for detailed schedule)