Event Anchor Host Planning Checklist

Getting Started

- **Design your event concept**
  - What hands-on activity will children and families participate in at your event?
  - What age group(s) is your event designed for?
  - Will you have a Collaborating Partner(s)? If so, who, and what will they provide?
  - Where will you hold your event—inside, outside, or both? Have you confirmed its availability and capacity?
  - Use the **Create an Irresistible Event Listing** worksheet to craft your event title and description.
- **Convene your event team**
  - Share the vision and agree on the date and time of your event - remember it must be held Saturday, April 18 through Saturday, May 2, and be outside of regular school hours.
  - Consider your needs: team leader, social media & content creator, logistics, activity leader, etc.
  - Review the **Submission Form Requirements** and gather what you'll need.

Submit Your Event

- **Complete the Event Submission Form for Suncoast Remake Learning Days 2026.**
  - Once your event is reviewed and approved, your TPF Accelerator will contact you to confirm all event details. It may take up to 10 business days for this outreach.
  - Carefully review and respond to your Accelerator confirmation email to verify or correct your event info. This is used for your Letter of Agreement, the SRLD App, and the printed Event Guide, so **accuracy is critical**.
- **Register for Labinars—these engaging virtual workshops are full of creative ideas, tips, and festival insights. Labinar registration is separate from your event submission.**
  - Labinar #1 — Event Basics & New Host Orientation is required for NEW Event Anchor Hosts.
  - Labinar #2 — Designing Memorable Learning Experiences: Event Content & Production is required for ALL Event Anchor Hosts
  - Labinar #3 — Marketing Tools & Strategies
  - Labinar #4 — Social Media Optimization
- **Sign & Return Your LOA (Letter of Agreement)**
  - After your event is confirmed, you'll receive your LOA via email. Please sign and return it promptly—payment processing begins after we receive your signed LOA.
  - Checks will be mailed and will take several weeks to arrive.

Before Your Event

- **Confirm All Details**
  - A **Run of Show** (ROS) can help ensure you've considered every aspect of your event!
  - Reconfirm your event location (and have a rain plan, if outdoors). Ensure you have clear permission to use the space and reserve it as required by the venue.
  - Reconfirm any Collaborating Partners and external contributors.
  - Ensure your plans match your published event description—families rely on it!
- **Start Promoting Your Event**
  - Use flyers, newsletters, social media, school bulletins, and community boards.
  - Be sure to use #SuncoastRemakeDays2027 and tag SCGLR in your posts.
  - Tag SCGLR: Facebook: Suncoast Campaign for Grade-Level Reading | Instagram: @Suncoastcampaign | TikTok: @SuncoastCGLR

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Before Your Event Continued

- **Order or reserve the items you will need for your event**
  - Think about what you need for each activity - is it available in your organization or from a partner? How many of each will you need based on your projected attendance?
  - Are you serving refreshments? Include cold water, especially if your event is outdoors!
  - Don't forget consumables like paper towels, trash bags, etc.
- **Live the Day**
  - It's rehearsal time! Walk through plans with the team to ensure you considered every aspect.
  - Make it fun and inviting: think music, a selfie station with props or backdrop, a takeaway item like a craft or activity sheet
  - Check signage, site access, walking into your event, each activity, and takeaways.
- **Pick Up Event & Supply Prep**
  - Pick up your SRLD signs, printed guides, and host materials at a SCGLR distribution event.
  - Can't attend? Let us know so we can coordinate to get you your materials.
- **Coordinate Staff & Volunteers**
  - Confirm everyone knows their roles: set-up, parking/traffic, greeting families, and clean-up.

Event Day

- **Arrive Early**
  - Plan for setup time and early arrivals.
  - A lead Event Anchor Host must be on-site and identifiable with a name tag, shirt, or badge.
- **Set the Scene**
  - Post clear signage to show where to park and where the event is taking place. Make sure any doorways are accessible and have signage.
  - Unlock any gates or access doors needed
  - Start your event at the exact time listed in your description.
- **Engage & Welcome Families**
  - Greet each guest warmly and explain what's happening.
  - Provide a map or guide if there are multiple spaces or activities.
  - Consider a QR code or sign-up sheet to join your email list or get future updates.
  - Keep things upbeat, flexible, and family-friendly!
- **Take Photos During the Event**
  - Capture hands-on moments and joyful expressions.
  - Tag social media posts with #SuncoastRemakeDays2027 so we can share your story!

After Your Event

- **Take a few minutes to capture the thoughts and ideas with your team and volunteers.**
  - Put your "lessons learned" in writing to make planning for 2028 even smoother!
- **Send in any surveys that you collected during your event for National Remake Learning Days so your attendees will be entered into the drawing.**
  - Send to Suncoast Remake Learning Days, 2 N. Tamiami Trail, Suite 206, Sarasota, FL 34236
- **Complete the Host Survey**
  - This will be emailed to you within 48 hours. It's required—please return ASAP.
- **Register for and attend the Celebration Breakfast**
  - Bring your event team and anyone who helped—this is a joyful community wrap-up you don't want to miss! More info to come!