Organizer Checklist

MEETUP LOGISTICS
☐ Day ________________________________
☐ Time ________________________________
☐ Place ________________________________

MEETUP TYPE
☐ Celebration/Inspiration
☐ Conference Planning
☐ Professional/Career Development
☐ Software Development / Coding Skills
☐ K-12 Initiative
☐ Code-a-thon/Hackathon/Hack
☐ Other ________________________________________________

VENUE
☐ University/College (College Name ________________________________)
☐ Local Business
☐ Library/Municipality building
☐ Schools (School Name ________________________________)
☐ Bar/Lounge/Restaurant
☐ Other ________________________________________________

COMMUNICATION
☐ Create your meetup on Systers Meetup site (http://www.meetup.com/Systers/)
☐ Create an Eventbrite to manage the count
☐ Notified everyone in your area about the meetup (use your location Systers meetup site)
☐ Promote in Systers list, Facebook, LinkedIn, Twitter (@systers_org, @systers_awards)

EVALUATION
☐ Send attendees survey >> https://survey.zohopublic.com/zs/uNBfzU

We envision a future where the people who imagine and build technology mirror the people and societies they build it for.