

Transportation Fair Checklist

The following is a checklist to ensure a successful event and so you don't forget anything with all the details of hosting an event.

Before Event

- Consider the type of event. Which is best? For example, classic tabled event, static display board, or digital slides.
- If tabled event, consider partnering with an existing event like a Human Resources Benefits Fair or create your own event
- Decide on and secure location, tables and chairs
- Decide on vendors you would like and reach out to them
- Order food and supplies if providing
- Ask Community Transit for event poster template
- Print and post event posters
- Email event info in advance
- Complete or update your *Commute Options and Benefits Brochure* and print copies for the event
- If doing raffle, create raffle card and secure raffle prize items (could ask vendors to bring items if you don't have your own)
- Communicate day of info with vendors (estimated # of attendees, directions, parking, food)
- Send out email promoting event to employees a week prior (if not tied to an existing event)

Day of Event

- Send out email reminder to employees
- Keep count of # of attendees

After Event

- Let Community Transit know # of attendees (if not in attendance)
- Thank vendors
- Consider a post-event survey for employees and vendors to learn and improve for next time