

TASKS & TIMELINE

TASKS	TIMELINE
Sign up at <i>jrmf.org/for-hosts/</i>	2-3 months in advance
Complete pre-event questionnaire	2-3 months in advance
Select target audience and facility	2-3 months in advance
Select day and time (allow 2-3 hours for event, as well as time for set-up of tables, chairs, etc.)	2-3 months in advance
Submit event through website	2-3 months in advance
Decide on free vs. fee-based registration	2-3 months in advance
Select registration system (JRMF or your own; ours includes a photo/video release and waiver)	2-3 months in advance
Identify and secure funding for copies, puzzles, games, snacks (optional)	2-3 months in advance
Advertise through email, social media, and flyers (templates available upon request)	1-2 months in advance
Find competent table leaders (professors, teachers, college students, parents)	1-2 months in advance
Select activities in coordination with JRMF	1 month in advance
Purchase any games, puzzles, or manipulatives needed for activities	1 month in advance
Confirm that table leaders are coming 60 min before the event for training	1 week in advance
Make copies of activities	1 week in advance
Email reminder to registered participants	2-3 days in advance
Set up tables, chairs, pencils, pencil sharpener, scratch paper, etc.	day of the Festival
Facilitate training for table leaders (with assistance from JRMF)	day of the Festival
Set up on-site registration	day of the Festival
Complete survey for organizers	immediately after Festival
Send survey to table leaders	immediately after Festival
Prepare for next Festival	immediately after Festival

