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)