



WeDigBio Tasklist and Timeline

Follow the steps below if you will be hosting an onsite event. The dates, tasks, and resources below are intended to serve as guidelines. Details of how you, as an event leader, choose to execute these tasks is ultimately up to you and we encourage you to personalize materials as you see fit.

Questions? Contact us at wedigbio@gmail.com.

	Date	Task Description	Explanations and Comments	Resources
0	Now	Register your event.	Go to wedigbio.org , follow the Host an Event link and fill out the short survey.	
1	Aug	Choose a transcription platform to use during WeDigBio.	Test and decide on an online transcription center: notesfromnature.org , volunteer.ala.org.au , lesherbonautes.mnhn.fr , herbariaunited.org/atHome , transcription.si.edu (or symbiota.org if you are part of an established TCN).	
2	Aug-Sept	Optional: Order event-branded incentive gift.	If a participant incentive includes an event-branded item.	Branded merchandise companies (e.g., cafepress.com).
3	Sept	Identify event leaders.	These will serve as transcription mentors during the event, and their availability should be determined prior to establishing a date and time for event.	Collections staff or other experienced transcribers.
4	Sept	Arrange a "Talk to a Scientist" for the event.	Reach out to research staff to arrange for them to give a brief talk and Q&A.	
5	Sept	Identify date and time for event.	Determine which day(s) will you be participating in WeDigBio (October 22-25), taking into account timing of other (potentially competing) events and calendar for space availability and parking.	Institution's calendar, local newspaper's entertainment calendar.

6	Sept	Identify and reserve space for event.	Can be a computer lab, library space, lab, conference room, etc. Projector and screen can be useful for introduction and interactions with other WeDigBio sites during the day.	Institution's space reservation calendar.
7	Sept	Identify and reserve parking for event.	For universities, home sports events can significantly curtail parking availability on the days that they occur.	Institution's parking reservation calendar.
8	Sept	Establish registration strategy.	Can include registration software that requests participants' contact information (e.g., Doodle Poll Premium).	Registration software (e.g., Doodle Poll Premium).
9	Sept	Establish advertising strategy.	Can include local media (e.g., newspapers and TV), social media (e.g., organizational and WeDigBio Facebook and Twitter), listservs, in-person announcements at events (e.g., local chapter of a native plant society). Edit, personalize, and use materials in the WeDigBio Media Kit as desired.	Institution's communications office. Social network, blogging, and email infrastructure.
10	early Oct	Write introduction to event.	Can include PowerPoint presentation and handouts.	Presentation software (e.g., PowerPoint).
11	early Oct	Review training content.	Can include PowerPoint presentation and handouts.	Presentation software (e.g., PowerPoint).
12	early Oct	Establish computer logins.	Some computer-lab classrooms have single visitor log-in account, which simplifies this step.	Institution's IT office.
13	early Oct	Plan event schedule.	Event schedule could include a 10-minute introduction to the collection, a 10-minute training, and at least one break for, e.g., coffee, donuts, water. The event could also include WeDigBio games (e.g., Habitat Bingo, Timeline Tracker, Geo Locator) periodically throughout.	WeDigBio's Transcription Blitz game series.
14	mid Oct	Communicate event logistics to registered participants.	Can include map of parking and event location, and cell phone number of event leader.	
15	mid Oct	Recruit event	Can be an event leader.	Camera or

		photographer.		mobile device with good quality camera and flash.
16	mid Oct	Recruit social media communicator.	For during event. Communicate event hashtag to participants.	Social media platforms (e.g., Facebook, Instagram).
17	mid Oct	Acquire volunteer waivers.	If institution has official forms for volunteers to fill out at event. If institution requires receipt of forms prior to participation, could include them in the logistics communication.	
18	mid Oct	Create nametags.	Print a few blanks for those who show up without registering.	Name badge labels (e.g., Avery® Flexible Name Badge Labels, 2 1/3" x 3 3/8") and word processor template for printing to them.
19	mid Oct	Purchase prizes.	For transcription games and/or raffle. A raffle ticket can be given to a participant for, e.g., every fifth transcription s/he does.	Museum store or university bookstore, which might provide prizes at a discount.
20	mid Oct	Print games, post-surveys, relevant background information.	Access WeDigBio materials from the website for distribution during event and print enough for all registered participants and extra. Compile additional, informational institution-specific materials or brochures for distribution as desired.	
21	3rd Thurs in Oct	Hold event.	Arrive early to prepare technology, space, and registration table. If there are multiple locked entrances to the building, place signs at entrances not in use to guide participants to those that are in use. Tell participants where to find nearest restroom.	
22	end of event	Lead participants to online post-event survey.	In last 15 minutes of event.	

23	end of event	Articulate thanks and distribute incentives.	In final minutes of event.	Incentive gifts.
24	end of event	Take group picture.	For follow-up reporting on event. If taking photo outside, can do so after event ends.	Camera.
25	31 Oct	Analyze post-event survey.	Determine distributions for the answers.	
26	31 Oct	Complete host post-event survey	Distributed by WeDigBio.	
27	31 Oct	Create event report to communicate results.	Could be blog post.	Institutional or project blog.

