# District Event Checklist

*“How to” videos for many checklist items below can be found on the District Resources page*

**Event Organization (begins at least 4 to 6 months prior to event)**

* Complete the form to set up online registration
  + <https://forms.scisoc.org/mbaa-district-registration-request/>
* Once you receive your registration link, create an event in your District Community
  + Event will post automatically to MBAA calendar of events
  + Fill out any info you can, and edit/add to this page as details develop
* Post Save The Date discussion message to your district community
  + Be sure to include the event page link
  + Message will automatically be sent by email to all district members

**1st Reminders (2 months prior to event)**

* Post registration reminder to your district community, Social media, Notify state brewers guild(s) in your district\*

*\*be sure to review the document outlining equitable partnerships with Guilds*

**2nd Reminders (1 month prior to event)**

* Post meeting reminder to your district community, Social media, Notify state brewers guild(s) in your district\*

**During Your Event**

* Be sure to introduce new members

*\*review the document outlining recommendations for welcoming new members*

* Recognize scholarship recipients if any (testimonial)
* Maintain professional atmosphere
* Announce next meeting date

**After Your Event**

* Upload presentations to District Presentation archives
* Send out Save the Date for next meeting ASAP.