# District Event Checklist

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

* [Create event page](http://community.mbaa.com/viewdocument/?DocumentKey=1b9b427d-e914-4bee-97a0-778bcf98524a)
	+ 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 message to your district community
	+ Be sure to include the event page link
	+ Message will automatically appear on district website
	+ Message will automatically be sent by email to all district members
* Submit event date to The Communicator (help)
* [Recruit speakers](http://www.mbaa.com/districts/Pages/Speakers-for-District-Meetings.aspx)
* Submit form to [set up online registration](http://www.mbaa.com/districts/Pages/Services-Available-to-Districts.aspx) for your event (2 business days prior to opening registration)
* Submit form for [online sponsor registration](http://www.mbaa.com/districts/Pages/Services-Available-to-Districts.aspx) (optional)

**Registration Opens (3 months prior to event)**

* Update your event page
	+ Add online registration link
* Post registration open announcement to your district community, The Communicator (help), Social media, The BA forum, Notify state brewers guild(s) in your district

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

* Post regular registration deadline reminder to your district community, The Communicator (help), Social media, The BA forum, Notify state brewers guild(s) in your district

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

* Post late registration deadline reminder to your district community, The Communicator (help), Social media, The BA forum, Notify state brewers guild(s) in your district

**During Your Event**

* Be sure to introduce new members
* Recognize scholarship recipients (testimonial)
* Maintain professional atmosphere
* Announce next meeting date

**After Your Event**

* Upload presentations to District Presentation archives ([help](https://youtu.be/ObgsNA-KBL0))
* Send out Save the Date for next meeting ASAP.