



# "Media Day" Planning Checklist

Date of Event \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Time of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

Incident Commander \_\_\_\_\_

## SIX MONTHS OUT

- ☐ Send a "save the date" announcement
- ☐ Select an event Incident Commander
- ☐ Determine the overhead team

## THREE MONTHS OUT

- ☐ Send the official announcement, include an
- ☐ RSVP number and e-mail
- ☐ Plan the event agenda
- ☐ Develop event program
  - ☐ Department overview
  - ☐ Incident Management System overview
  - ☐ Fire Evolution
  - ☐ Rescue/Extrication Evolution
  - ☐ EMS Evolution (If Applicable)
- ☐ Determine your personnel and logistical needs for the event
  - ☐ One-on-One instruction for any hands-on activities
  - ☐ Administrative Needs
  - ☐ Liability Issues
  - ☐ Logistical Needs

## THREE MONTHS OUT (cont'd)

- ☐ Secure special guest for opening remarks
  - ☐ Fire Chief
  - ☐ Mayor/County Administrator/City Manager
  - ☐ Board Member/Council Member

## ONE MONTH OUT

- ☐ Order food/refreshments
- ☐ Confirm speakers attendance
- ☐ Schedule any emergency apparatus needs

## TWO WEEKS OUT

- ☐ Confirms Instructors
- ☐ Place printing order
- ☐ Secure all logistical supplies