Checklist For Handing Out Notices

Notes

- [ ] Create an email list of all participants
- [ ] Schedule Email Reminder for the day of event 6 AM
- [ ] Print REMINDER Handouts for all students
- [ ] Print REMINDER Handouts for all classrooms
- [ ] Hang reminder on all bulletin boards
- [ ] Schedule social media post
  - [ ] facebook @ 9AM
  - [ ] Instagram @ 10AM
  - [ ] Twitter @6AM