



Grow Our Future

JUNE 6-12, 2016

Day-of Hemp History Week Event Checklist

Visit the Download Resource Center for take action, press and social media materials here:
<http://hemphistoryweek.com/events/event-toolkit/>

Check-List:	HHW Materials:
Orientate / Welcome People	
	Posters (with directional arrows, at building entrances, festival info booths, etc.)
	Sign-In Sheet – for your mailing list
Take Action for Hemp Farming	
	<p>Mail Senator Letters to Vote Hemp’s lobbyist to be hand-delivered: Ben Droz 2753 Woodley Pl. NW. Washington, DC, 20008</p> <p>Find your Senator on Vote Hemp’s Elected Officials Page here: http://votehemp.com/officials</p> <p>You can also Take Action at: http://www.votehemp.com/takeaction</p>
	Clip boards, pens
	HHW pocket guides
	HHW stickers or buttons
	Vote Hemp brochures
	Recipe Cards (if using)
	HHW banner (some events)
	Donation Jar for Hemp History Week's and Vote Hemp's advocacy work
Handy Event Supplies	
	Clip boards, pens, string and tape (on walls use masking or blue painters tape)
	Camera and/or video camera / designated photographer
	Phone or phone list including #s for HHW PR contact, venue or event contact person, volunteers
	Waterproof tub
	Display baskets and table cloth
	Laptop and Wi-Fi access for signing letters (if have)
	Something fun to draw people in--hemp photo collage, art project, bubbles, sidewalk chalk
	Water bottle, sun screen, snacks



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If you are offering samples or prepared hemp foods	
	Sponsor product samples
	Sponsor information and coupons
	Convenient place to wash hands or hand sanitizer
	Serving bowls (smaller is usually better, refill often)
	Tongs/spoons/scoops
	Sample dishes or napkins
	* Recycling/compost/garbage bins – keep in mind zero waste / compostable materials
	**Keep ingredient lists--people will want to know!
After the Event	
	Congratulations!!! Celebrate your success!
	Share photos on HHW Facebook and tag @HempHistoryweek
	Mail Senator Letters to your Senator's Office * Visit our Senator directory for their address here: http://bit.ly/VH_write_Senator
	Left-over pocket guides in strategic locales: libraries, natural foods stores, campus centers, dr. offices, etc
	Share remaining samples with volunteers or donate to local food bank
Your Notes	

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