Edcamp
Organizer Handbook

Introduction

Welcome to the Edcamp community! Whether it's your first Edcamp or your tenth, the Edcamp Foundation is devoted to helping every organizer succeed in putting their participant-driven, free Edcamp together with as much ease and support as possible! We'd like to commend you for your interest in helping with the continuation of spreading the Edcamp model to more locations and areas both domestically and abroad. Organizing an Edcamp is a rewarding experience that reaches not just to individual teachers or administrators, but to the schools, students, and communities they return to after attending.

Being an Edcamp organizer means being part of an international movement that's empowering teachers and communities across the globe, increasing collaboration among administrators and educators, allowing for free professional development in all neighborhoods without discrimination, and encouraging experienced educators to share their experiences with others. Since 2010, the Edcamp model has spread exponentially around the country. You are now a part of this movement!

The Edcamp Foundation will support you through the process of planning your event. You can contact, email, go online, and request funds through our organization. The Organizer Handbook will be a key tool in helping you navigate your Edcamp, with a step-by-step guide to helping you set-up, advertise, fundraise, and organize!

Thank you for your participation, and dedication and energy you bring to the Edcamp Foundation! We look forward to working with you.

Warm Regards,

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Step One: Planning your Edcamp

It may seem overwhelming at first when you decide to take on planning an Edcamp, but there are several key pieces of information, that - if you invest an initial amount of research in the beginning - can pave a smoother process to success.

For those new to Edcamp: Check out our short video to feel the essence of Edcamp.

Here are some aspects to initially consider:
- Understanding the Local Edcamps
- Organizing a Team
- Securing a Location and Date
- Creating a Name and Logo
- Funding an Edcamp
- Finding Sponsors and Swag

Understanding the Local Edcamps

You should always try to attend an Edcamp before organizing one. It'll help you understand the concept and overall goals of Edcamp, and give you better perspective about what to expect. If you aren't able to attend one in your area, don't worry - it's why we created this handbook!

Before organizing your Edcamp, you should do some research on your area, surrounding edcamps, possible venues, and the potential for participants and other collaborating organizers. There are parts of the country that have dozens of edcamps. Check on the Edcamp Foundation website, www.edcamp.org, to find them. You can still host one, but it is better to spread them out throughout the year.

Organizing a Team

Edcamp is all about sharing our strengths as educators. There's no need to try to organize an event all by yourself; reach out to your community and build it with a team. It is really helpful to have people on your team who come from a variety of schools and districts. This makes it easy to invite a larger community. It's not required, but strongly encouraged!

When putting together your team, remember that a good attitude is essential in all organizers. Edcamp thrives on cheerful good will, mutual respect, and shared enthusiasm for education. You will want to be sure that everyone on your team can support an open, passionate and collaborative conversation among educators from all walks of life. You also want people who can get a job done and done on time.

Jump right in, and you can find all kinds of people willing to help put together your Edcamp. Your team doesn't even have to be made up of people you have met face to face. Go ahead and post to Twitter or

Facebook; you might be surprised at who responds. Some of the best Edcamp organizing teams met through #Edcamp!

After establishing a team, begin setting up weekly or monthly meetings in preparation for your Edcamp. Establish who is responsible for what and set deadlines. There is an Organizer Checklist at the end of the handbook to help you think through the tasks that are necessary. Many Edcamps use a shared Google folder to develop and store the resources they need for their Edcamp. Another option is Slack, which is customizable for working projects.

Securing a Location and Date

A good location can make hosting your Edcamp much easier. Schools are the easiest places for Edcamps, with a cafeteria for breakfast and session board building and with lots of classrooms for the sessions. Start with your own school and then branch out to the schools of the other organizers. It is easier if you have a direct contact with the school. Ask other teachers to check with their administrators to see if there is something possible at their schools. If none of those are available, check with local colleges and neighboring districts.

The number of people who come to a first-time Edcamp varies. Remember that size isn't the goal; great conversations are. New Edcamps can range in size from 15-25 people on up. Some of it depends on whether teachers in your area are familiar with the Edcamp movement. If they are, you will have more people registering to attend. Decide on what size feels manageable to you and set the registration accordingly. For your first Edcamp, if you have space, aim for 100-125 teachers attending. That will keep it from being too overwhelming. Remember that usually about 25-50% of the people who register will not show up. It is a free event, and their plans will change. Expect it and don't worry when it happens. It happens to every Edcamp around the world!

You want to **plan for break-out spaces for the individual sessions**, such classrooms or sections of an auditorium. Plan on approximately 15-20 people in each space.

Strong Wi-Fi is a definite advantage at an edcamp. In today's digital age, it allows for better sharing and networking options. While there are non-digital edcamps, most use the benefits of having Wi-Fi to record notes on Google Docs, to tweet out about what is happening and to connect with other teachers who are not in attendance.

Don't forget to think about the parking. This usually isn't an issue, as most schools have parking. Make sure to make signs to mark where to park and where to enter the building. This may be apparent, but if there is any question, some clear signs will help your participants feel comfortable from the moment they arrive.

Creating a Name and Logo

Your name and logo are your first steps in creating a brand for your Edcamp. Through incorporating the Edcamp Foundation logo, you link your event with all of the Edcamps around the world. our participants will recognize your Edcamp through your logo and begin to identify themselves as part of the community of passionate educators that you are creating.
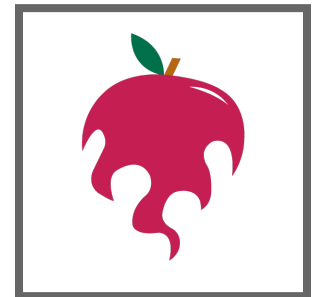
Once your team is assembled, it is time to decide on a name. Most teams choose a name with their location, such as the 1st Edcamp, **Edcamp Philly**. There are other Edcamps that use the nickname for their town, **Edcamp Sparkle** from Spartansburg, SC. Still others use themes, **Edcamp STEM**.

When deciding on a name and logo, make sure to:
- Use "Edcamp" in the name.
- Use the Edcamp apple in your logo design.
- Use Century Gothic Regular for the text in your logo.

You'll also need a logo that incorporates the Edcamp apple to create an identity for your Edcamp. It is a great tool for spreading the word about your event. Many edcamps incorporate symbols of their region or city into their logo.

Here are some name and logo examples from across the community:
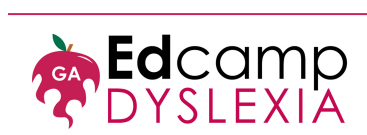
Personalize your logo: Each Edcamp is encouraged to be as creative as they choose in designing their logo. Organizers often have students create their logo! Your logo creates an easy way for you to

distingiush your Edcamp from the hundreds of others that are advertised through the Edcamp Foundation website and across social media platforms.

Plan your day

Think about the length of your Edcamp. Some edcamps are full day events, running from 8:00-3:00, while others are half day. It is completely up to you and your team how long your Edcamp lasts. The sessions usually run for 45 minutes to an hour, with some passing time in between. EdcampNJ started creating only half of their session board at the beginning of the day. They had two sessions and then a break. They used the break time to give out swag and to build the rest of the board. This allowed space for newcomers, who might have been initially hesitant, to suggest a session. It also allowed for conversation that started in the first sessions to continue in the next round.

Creating Your Session Board

Google Docs is most useful in creating a session board. It's easy to edit the day of the event and easy to share, so attendees may reference the session board on the day of your Edcamp. It's also a great idea to create links to blank notes for each session. If you do this ahead of time, attendees can just click the link to notes and start sharing. Here's a sample session board and directions for creating one of your own

Funding an Edcamp

Edcamps are *free* to attendees, but hosting one can come with a price tag. Many organizers like to provide food and have door prizes for their participants. The Edcamp Foundation wants to make this as easy as possible, so we provide Edcamp-in-a-Box resource kits to organizers to take away the pressure of significant fundraising.

Through the Edcamp-in-a-Box program, the Edcamp Foundation provides you with all of the necessary supplies needed to host your Edcamp: name tags, markers, post-it notes, Edcamp stickers, buttons and other branded items, sponsorship opportunities, as well as monetary funds for light refreshments. More on this in the next section!

> **APPLY FOR EDCAMP-IN-A-BOX!**
>
> To get an Edcamp-in-a-Box, you must register your Edcamp with the Edcamp Foundation online. When you complete the registration form, select the option to have an Edcamp-in-a-Box sent to you. The Edcamp Foundation will review your request, make sure your Edcamp meets the requirements, and contact you with further details.

If you search for additional funding through sponsorships, make sure to understand the difference between a sponsor and vendor.
- In accordance with the tenets of the Edcamp model, *vendors **are not** allowed at edcamps, whether selling or promoting material.* In addition to vendors being prohibited, we also discourage self-promoting. The purpose of Edcamp is to create a hassle-free environment for all participants. Nobody is there to feel obligated to buy or subscribe to anything.

- Sponsors donate funds, refreshments, or gifts to be door prizes or raffle items, expecting nothing in return. Many organizers ask local coffee shops, pizza restaurants, local businesses and banks to support their Edcamps. These will be gifts to the teachers who attend, rather than tax-deductible donations. The Edcamp Foundation is prohibited by law from serving as a conduit for support to individual edcamps.

Finding Sponsors and Swag

Swag, such as the fun stickers, buttons, bags, and goodies that come with your Edcamp-in-a-Box, are a great way of energizing those attending your Edcamp and of spreading word of the Edcamp movement.

In an Edcamp-in-a-Box, you will find company postcards of sponsors of the Edcamp Foundation who want to support local Edcamps. Reach out to each of them and learn what they have to offer. It will range from discount codes to stickers and other forms of swag. All of it is free for the Edcamp!

You can reach out to local businesses and see if they will donate gift certificates. Local businesses love to support teachers! When you're talking to your sponsors, give them all the information they'll need to understand what it is you're doing. Explain what Edcamp is, why you're excited about it, and how their contribution can help you put together your event. You might want to share the video, "I am Edcamp," to help them understand.

If they ask, "What do you need?" tell them. Ask if they want to be sponsor "the big giveaway of the day," which is a great way for them to get their business and brand noticed at an Edcamp. Always remember to let people know Edcamps are for teachers that get together to learn and share.

> QUESTION: SHOULD I LOOK FOR MORE SPONSORS?
>
> Go for it! But remember that the Edcamp movement is about conversations & collaboration so don't get too caught up in collecting giveaways. With additional sponsors, make sure to set up a google document to keep track of how much money or giveaways you want to collect. Designate one member of the team to oversee this process. Have them report regularly on who is donating what. And remember to properly thank your sponsors!

Once you've locked down sponsors, show your gratitude. Tweet about them, mention them on Facebook and other social media platforms, put them on your website, and include their logo on promotional materials. And be sure to keep them updated on when and how their funds are being used. If they sponsored a giveaway, let them know that their materials have been handed out. And of course, when your Edcamp is complete, reach out again to say thank you to all your sponsors. It's important to keep a positive relationship with everyone who contributed so you can reach out to them again for next year's Edcamp. Even in this day and age of technology, a handwritten or personal thank you note or email goes a long way!

Step Two: Contact the Edcamp Foundation

After establishing your organizing team, setting a date and having a venue in mind, it's time to register your Edcamp through the Edcamp Foundation.

When you register your Edcamp with the Edcamp Foundation, you receive the following benefits:
- Connection to the global Edcamp community!
- Technical support with creating an Eventbrite registration site (if needed). See Appendix.
- Eligibility for receiving an Edcamp-in-a-Box with funding for light refreshments (if requested).
- Promotion of your Edcamp on the Edcamp Foundation's website, connecting you to a wider stretch of possible participants.

Our online registration form asks a series of questions so we can better understand how we can support your efforts. Please be sure to fill it out with all of the information so we can process your request without delay. If you need an Edcamp-in-a-Box or additional funding for your event be sure to check the appropriate boxes (this is only for Edcamps within the United States).

Once we receive your registration form, we will verify that your Edcamp follows the tenets of the Edcamp model (Free + Open to All | Participant-Driven | Experience, not Experts | Rule of Two Feet) and meets the necessary requirements (*Edcamp* must be in the name, the logo must incorporate the Edcamp apple, only U.S. based Edcamps are eligible for a box and/or funding) of an Edcamp. Please register with us approximately three months before your Edcamp to give us time to process your request.

If requested and approved by the Edcamp Foundation, an Edcamp-in-a-Box will be shipped to you approximately a month prior to the date of your Edcamp.

Ask to be added to the Edcamp Organizer page on Facebook. The organizers there can be a great resource for you: https://www.facebook.com/groups/598146390338533/

Step Three: Advertise your Edcamp

The Edcamp Foundation posts your event on the Edcamp Foundation website, as well as a link to your Eventbrite registration. This helps get the word out on your Edcamp on a large scale, but you want to advertise locally as well. Here are some ways to spread the word about your Edcamp.
- Setting up your Eventbrite
- Creating a Website
- Using Social Media
- Other Materials

Setting up Your Eventbrite

Once you receive an email for setting up your Eventbrite username, go in and edit it, adding the information you'd like. This includes the time, place, and even your logo! If you have a separate website already established for your edcamp, now is the time to add your Edcamp Foundation Eventbrite registration to it. This means that anyone can register via your website, or ours – doubling the likelihood and outreach of participants. All registrations will show up within Eventbrite. A widget link is easily available and accessed through the Eventbrite application, and the Edcamp Foundation will help organizers make sure they are adding the link correctly to pair with their website. Your Eventbrite registration doubles as a website requirement. We are asking organizers to share their participant lists for the sole purpose of building the Edcamp community. We use emails to send out our newsletter, which highlights the voices of the educators in our community. We will NEVER make that information public nor will it be sold for any reason.

Setting up a Website

You don't have to create a website, but if you decide you want to highlight important information and increase your online presence, we are behind you a hundred percent! Your website doesn't have to be flashy or complicated, just a simple, straightforward site with all the necessary information will work wonders. Different Edcamps use a variety of platforms, such as Weebly, Wix, Jimdo, and Google Sites. Use the one with which you are most comfortable.

No matter what platform you choose, you'll want to make sure your site includes the following important information:

❖ **Event information**
   We recommend that your homepage include information:
   - What (Name of your Edcamp)
   - Where (Map or directions)
   - Time (start and finish)
   - Links to Eventbrite registration page
   - Contact Information
   - Anti-Harassment Statement

EDCAMP'S ANTI-HARASSMENT STATEMENT

The Foundation and Edcamp [insert name] are dedicated to providing a harassment-free experience for everyone, regardless of religion, gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, or age. The Foundation does not tolerate harassment or bullying in any form at any events that it hosts or sponsors. At the discretion of the organizers, participants violating these rules may be asked by organizers to leave an Edcamp; and at the discretion of the Foundation, organizers who violate this Policy may be precluded from hosting and organizing future Edcamps.

The Edcamp Foundation's Anti-Harassment Policy can be found at: www.edcamp.org/anti-harassment-policy

❖ **What is Edcamp?**

Feel free to embed video(s) about Edcamp, but make sure you answer the two most important questions for visitors to your site:

- What can people expect when they attend?
- Why are you bringing Edcamp to your community?

❖ **Schedule for the Day**

A blank session board with the times can help participants get an idea of how the day will unfold.

❖ **Organizers**

List the organizers as an initial step in building community. It helps participants know who to go to if they have a questions and it recognizes and celebrates them for volunteering. Include a short bio along with a Twitter handle so participants may connect and build their networks.

❖ **Sponsors**

A page for your sponsors is strongly recommended. The generosity of your sponsors helps you fund your Edcamp and make it the best event possible. You can provide links to their websites.

❖ **Blog**

As your Edcamp approaches, adding blog posts are a great way to drive interest. Some Edcamps feature individuals who are planning to attend, while others post about current events in education that will certainly spark discussions. Whatever you blog about, be sure to tweet the link and post on Facebook to drive traffic to your website!

Using Social Media

Historically, the Edcamp movement has spread through social media platforms. Utilizing social media can be a great tool in help spreading awareness of your Edcamp! All the mentioned social media apps can also pair with Eventbrite, the Edcamp Foundation's website, and your own!

❖ **Twitter**

Many people who attend Edcamps are on social media. Start following #edcamp, #edcampUSA. Create a dedicated account for your Edcamp and start using its hashtag. Include #Edcamp in your tweets, so other members of the community can find your Edcamp and help you promote it. You want to have a good hashtag connected with your Edcamp. A good hashtag is #Edcamp with the location. For example, if you're hosting an event in Chicago, go with hashtag #EdcampChicago.

> TIP
> Remember to share new information & updates on your website and tweet it from your Eventbrite link and your Facebook page.

❖ **Facebook**

You can create a Facebook event page for your Edcamp, so people can "like" your event and stay updated on news and developments. This will also give you a central online location where people can check in for all the important information about your Edcamp. Just make sure people have access to register through the Eventbrite account and not through your Facebook page - this could create inconsistencies for your attendance list.

Other Materials

Flyers and emails about your Edcamp work well. Send emails to anyone you think might be interested in the event and ask your community to spread the word by forwarding your email to other educators. If you're making detailed and colorful emails, we recommend using Mailchimp (free for anyone sending to up to 2,000 email addresses). Good targets for these emails include surrounding schools, unions, and educational organizations.

Hard copy flyers can go far in creating interest as well. Just be sure to keep an eye on your budget as printing costs can seriously add up over time. Place them in faculty rooms and by the copier.

Step Four: Final Preparation

Make sure be in contact with the people in charge of your location in the weeks, and even months, ahead of your event. This will help you be prepared for anything!

Do a site visit to confirm the layout for the event, and that it works with your location managers. Don't forget to get all the necessary Wi-Fi information. You want to avoid as many surprises as possible!

If providing refreshments, make sure everything is ordered ahead of time. Confirm the payment method and time. Plan for the necessary time to pick up or receive a delivery. Assign team members to set up refreshments at the school ahead of the registration rush.

Review the Organizer's Checklist one last time. Remember if you need any help, contact the Edcamp Foundation directly for assistance or advice, or reach out to the community on Twitter with #edcamp or on the Organizer Facebook page.

Step Five: Your Edcamp!

It's showtime! You've done the hard work, now it's time to host your event. It's time for the magic of Edcamp — connecting with and learning from other educators.

In this section, we'll cover all of the steps in running a successful Edcamp:

- Setup
- Introductions
- Sessions
- Wrap and Follow-up
- Share Your Story

Setup

Once you're on location, assign your team wherever they're needed. Identify and prepare your session rooms and main area.

1. Take a picture of the way each room is set up before moving anything so clean up is easier. Organize the desks in a circle to facilitate conversations.

2. Set up the Registration table with name tags. This is their first point of contact, so put your most welcoming organizer in this spot.

3. Get the coffee ready!

4. Put signs everywhere, the more the better. Over-informing your attendees is better than the alternative. Direction signs, Wi-Fi codes, bathroom signs, etc.

5. Session Board set-up - Create a large grid with session times on one axis and room numbers on the other. This can be made on a wall with painter's tape or on a white board.

> **EXAMPLE WAYS TO MAKE SESSION BOARDS**
>
> Place Post-its and markers at several spots around the room. Have people add their session topics directly to the board.
>
> Hang large paper that people can write topics on. Hand out stars for people to post by the topics they are interested in talking about. Create the board from the most popular topics.
>
> Have index cards/pieces of paper on the tables. Have people write the topics and questions of interest to them. Organizers collect the index cards, identify the main topics and create the session board from them.

Tips:

- Have at least one organizer managing the session board; this person should make sure there are not two sessions on the same topic at the same time. It may be necessary to encourage participants to run sessions together.

- Have a table close to Registration for newcomers. Have an organizer there who can explain the day and answer questions for people who have never attended an edcamp before.

- Check that your online schedule is shared with anyone but only editable by the member of your team who is in charge of the session board. That organizer should be updating the online session board as it is being filled. This should be relatively easy as you will have created your Google doc session board ahead of time.

- Have someone taking photos. They are great to add to your website to show the energy of the event, and the Edcamp Foundation loves to receive them.

Introductions

Welcome all of the people who are attending your Edcamp! Thank them for sharing their time with the Edcamp community. Remember, participants come to Edcamps in their free time with the aim of improving the quality of education in their own classrooms and beyond. Their participation is voluntary and should be commended.

Edcamps do not have presentations within sessions, but organizers should be prepared to give a short introduction with an overview of the day so people know what to expect. Make sure initial introductions are no more than 30 minutes long.

Here are some key points to share with participants:
- A short introduction to the Edcamp model and its tenets. Show our video.
- The presentation by the Edcamp Foundation can be used so information is uniform and understood. This is a basic presentation deck that can be added onto.
- Explain the layout of the space, session break-out rooms, rest room facilities, etc.
- Review the schedule for the day.
- Provide the necessary Wi-Fi information.
- Introduce your organizer team, so attendees know who they can turn to for information as the day moves on.
- Encourage and inspire! It's important to have friendly organizers walking around the room and encouraging participants to add a session to the board.

Sessions

Congratulations! Your session board has been created and everyone is heading off to their first session.

Organizers tend to do a variety of activities while sessions are going on.

- Pour a cup of coffee, sit down and smile!
- Wander the halls, listening in on a variety of conversations
- Join and participate in a session that is of interest
- Lead a session on how to organize an Edcamp, which is often of interest towards the end of the day.
- Take photographs to document the learning that is happening.
- Be available for anyone who seems lost or confused

Wrap and Follow-up

Take a moment to smile! It wasn't always easy, but you've made a significant contribution to the educators in your area and should be proud of all your accomplishments!

You and your team are awesome! You stepped up and made a difference.
We at the Edcamp Foundation applaud you!

A few last steps for after your Edcamp:

1. Be sure to walk through every space. Review the photographs that you took and make sure that each room is returned to the way it looked when you arrived. The goal is to leave the venue in the same or better condition than you found it.

2. Send an e-mail to participants, thanking them for attending. It's important to make them feel part of this new learning community. You want them to celebrate the day and plan on attending the next one.

3. If you had sponsors, send a thank-you note to them (email or paper).

4. Meet with your organizers and volunteers to reflect on the day. We hope you'll want to plan another Edcamp. Keeping a few notes can be helpful for the next Edcamp.

5. Send all materials back to the Edcamp Foundation (session boards, photos, attendee lists if you did not use a sub-user Eventbrite account).

6. If you used the Edcamp Foundation's parent Eventbrite account and were created as a sub-user, your attendee list will automatically be given to the Edcamp Foundation so an organizer does not have to submit their lists. However, if you were unable to use the Eventbrite application under the Edcamp Foundation's parent account, please submit a list of your attendess to the Edcamp Foundation (CSV or Excel). This is to build our community.

7. Ask someone on your team to write a blog post and tweet out the link. Share that blog post with the Edcamp Foundation @edcampUSA.

Share Your Story!

Consider having your Edcamp featured by the Edcamp Foundation. We want to highlight one Edcamp a month, as a way of sharing best practices and lessons learned. We would love to have yours be one. This is true if you are a new Edcamp or a well-established one.

Within two (2) weeks following your Edcamp, please submit the following information so we can spread the word about hte power of Edcamp throughout out community:

- **Pictures of your Edcamp**: Create a folder with the name of your Edcamp and year (eg. Edcamp Penn 2019) in our Google drive: bit.ly\EdcampPics
- **Edcamp Session Board**: Create a folder with the name of your Edcamp and year (eg. Edcamp Penn 2019) in our Google drive: bit.ly\EdcampBoards

If you would like to write a Blog post for the Edcamp Foundation Blog page, please submit the following to info@edcamp.org:

- Share something special about your Edcamp (500-750 words). Please include your name, title and headshot (jpeg format).

The Edcamp Foundation is here to help you! Just reach out at info@edcamp.org and we'll be in touch.

We wish you great success and thank you for being an Edcamp organizer!

Initial Tasks	Organizer	Completed
Choose a date and secure a venue		
Create your team and schedule team meetings		
Name your Edcamp		
Create a logo (contact Edcamp Foundation if you need help with this)		
Set up a Twitter account		
Set up a website or web presence (optional)		
Contact Edcamp to register and apply for an Edcamp-in-a-Box (2 months prior to Edcamp event)		
Set up an Eventbrite page		
Determine schedule for the day - Are you providing breakfast? Lunch?		
Contact sponsors - Create a shared document so all organizers can help		
Tasks - 1 week prior to Edcamp	**Organizer**	**Completed**
Create any necessary signage - link to online session board, wifi codes, directional signs, also signs with sponsor logos are appreciated		
Walk through the venue - determine placement of the session board, check out facilities for serving food and beverages, check rooms and determine which rooms have projectors and screens		
Confirm food order and delivery or pick up time		
Gather supplies - tape, markers and post-its for your session board, nametags, extension cords, dongles, anything you think may come in handy		
Determine who will do opening remarks and prepare slides if necessary - remember to use Edcamp Foundation slides as well		
Create your session board in Google Docs - click here for an example		
Confirm jobs for the Day of the Edcamp:		
Who's running check in?		
Who's setting up/cleaning up breakfast?		
Who's running LATE check in?		
Who's setting up lunch?		
Who's cleaning up lunch?		
Who's editing the Session Board?		
Who's following the hashtag/tweeting?		
Who's taking pictures?		

Tasks - Evening prior to Edcamp	Organizer	Completed
Hang any signs that you are permitted to hang		
Check Wi-Fi		
Get microphones - check set up for opening remar		
Site walk-through:		
Take a picture of each room using iphone or ipad to ensure set-up is the same after edcamp		
Check out the technology hook ups, projectors, etc		
Ensure spaces have any needed supplies		
Set up Session Board		
Tasks - Day of Edcamp	**Organizer**	**Completed**
Relax and Smile- this will be a great day!		
Greet everyone and explain how an Edcamp works to newbies		
Continually check the food and keep the area clean		
Build the Session Board - keep encouraging participation		
Collect surveys after sessions completed		
Take Photos		
Tweet		
Encourage note taking in the Google Session Notes		
Learn and Share!		
Tasks - Post-Edcamp	**Organizer**	**Completed**
Final Walk-through:		
Empty Trash		
Use pictures from night before to ensure set-up is same		
Gather supplies from each room		
Take down signage		
Send follow-up thank you e-mail to participants		
Send e-mail thank yous to all sponsors		
Meet with planning team to reflect		
Complete the Organizer Edcamp Foundation Survey - we use this to support future Edcamps and to share with potential sponsors.		