

Mitzvah Day Checklist

Mitzvah Day

27th November 2016

Planning stage	<ul style="list-style-type: none"><input type="checkbox"/> Like our Facebook and Twitter pages to stay up to date with the latest Mitzvah Day news and events.<input type="checkbox"/> Have you let people know about how they can get involved with your community's Mitzvah Day project?<input type="checkbox"/> Add your project to our available projects page. This will help advertise it to your existing community and provide a new method for people to find you.<input type="checkbox"/> Ensure you've sourced the materials needed for your project (perhaps resources could be donated either by members or local shops) This includes your Mitzvah Day merchandise! Let us know which hub you would like to collect from or give us a postal address you'd like your pack sent to.<input type="checkbox"/> Have you considered organising a speaker to come in and talk about the charity or cause? This can make your project even more meaningful and increase its long-term impact.<input type="checkbox"/> Are you clear as to exactly what it is that the charity needs from your Mitzvah Day activity? This will help you plan accordingly.<input type="checkbox"/> Make sure you have the contact details of your volunteers and charity<input type="checkbox"/> Is your project eligible for a Mitzvah Day Award? Email simon@mitzvahday.org.uk for more information.
To be discussed with charity/recipient	<p>If relevant, check with the charity/site of your project:</p> <ul style="list-style-type: none"><input type="checkbox"/> Confirmed the exact details of the project for your volunteers<input type="checkbox"/> Are there any age restrictions for the project that you need to be aware of?<input type="checkbox"/> Any health and safety requirements on the site?<input type="checkbox"/> How many volunteers will be needed?<input type="checkbox"/> Whether volunteers will need a DBS check
On the day	<p>Make sure the logistics are clear to volunteers:</p> <ul style="list-style-type: none"><input type="checkbox"/> What time do the volunteers need to arrive and where<input type="checkbox"/> Directions to site<input type="checkbox"/> Any clothing/equipment requirements <p>Appoint individuals to:</p> <ul style="list-style-type: none"><input type="checkbox"/> Take photos on the day (for advice on how to take great pictures, see our press pack)<input type="checkbox"/> Drive people to the site<input type="checkbox"/> Deliver any collected items afterwards
Post Mitzvah Day	<ul style="list-style-type: none"><input type="checkbox"/> Thank your volunteers<input type="checkbox"/> Thank the charity and think about future projects you can do together in the coming year<input type="checkbox"/> Send out a press release on Sunday night/Monday morning (See our press pack for some helpful tips and ideas)<input type="checkbox"/> Send in your photos to the Mitzvah Day office (we'll send instructions on how to do this nearer the time)<input type="checkbox"/> Fill in the Mitzvah Day feedback form (this is essential to help us improve)