# Mitzvah Day Checklist

## Planning stage
- Like our [Facebook](https://www.facebook.com) and [Twitter](https://twitter.com) pages to stay up to date with the latest Mitzvah Day news and events.
- Have you let people know about how they can get involved with your community’s Mitzvah Day project?
- 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.
- 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.
- 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.
- Are you clear as to exactly what it is that the charity needs from your Mitzvah Day activity? This will help you plan accordingly.
- Make sure you have the contact details of your volunteers and charity
- Is your project eligible for a Mitzvah Day Award? Email [simon@mitzvahday.org.uk](mailto:simon@mitzvahday.org.uk) for more information.
  - If relevant, check with the charity/site of your project:
    - Confirmed the exact details of the project for your volunteers
    - Are there any age restrictions for the project that you need to be aware of?
    - Any health and safety requirements on the site?
    - How many volunteers will be needed?
    - Whether volunteers will need a DBS check
    - Make sure the logistics are clear to volunteers:
      - What time do the volunteers need to arrive and where
      - Directions to site
      - Any clothing/equipment requirements
    - Appoint individuals to:
      - Take photos on the day (for advice on how to take great pictures, see our [press pack](#))
      - Drive people to the site
      - Deliver any collected items afterwards
      - Thank your volunteers
      - Thank the charity and think about future projects you can do together in the coming year
      - Send out a press release on Sunday night/Monday morning (See our [press pack](#) for some helpful tips and ideas)
      - Send in your photos to the Mitzvah Day office (we’ll send instructions on how to do this nearer the time)
    - Fill in the [Mitzvah Day feedback form](#) (this is essential to help us improve)