



# Return of the Plant

## June 3-9, 2019

### Day-of Hemp History Week Event Checklist

Visit the Download Resource Center on our website for Take Action!, press, and social media materials.

Check-List:	HHW Materials:
<b>Orientate / Welcome People</b>	
	Posters (with directional arrows, at building entrances, festival info booths, etc.)
	Sign-In Sheet – for your mailing list
<b>Take Action for Hemp Farming</b>	
	Wear HHW t-shirt
	HHW Talking Points
	HHW postcards
	HHW stickers & buttons
	U.S. Hemp Roundtable Materials
	Recipe Cards (if using)
	HHW banner (some events)
<b>Handy Event Supplies</b>	
	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 Take Action! (if have)
	Something fun to draw people in--hemp photo collage, art project, bubbles, sidewalk chalk
	Water bottle, sun screen, snacks
<b>If you are offering samples or prepared hemp foods</b>	
	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



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	Sample dishes or napkins
	* Recycling/compost/garbage bins – keep in mind zero waste / compostable materials
	**Keep ingredient lists--people will want to know!
<b>After the Event</b>	
	Congratulations!!! Celebrate your success!
	Share photos on social media and tag @HempHistoryweek
	Left-over postcards in strategic locales: libraries, natural foods stores, campus centers, doctors' offices, etc.
	Share remaining samples with volunteers or donate to local food bank
<b>Your Notes</b>	

Any questions, comments or ideas? Contact us at [events@hemphistoryweek.com](mailto:events@hemphistoryweek.com)  
 You can also Take Action at: <https://hempsupporter.com/>