

SAMPSON

COMMUNITY COLLEGE

COMMUNITY OUTREACH CHECKLIST

MAINTENANCE ASSISTANCE

POC: Ryan Rutherford

- Reserved Vehicle
- Tables Reserved & Quantity _____
- Chairs Reserved & Quantity _____
- Tents Reserved & Quantity _____
- Other _____

MARKETING ASSISTANCE

POC: Brett Feight

- Flyers Requested _____
- Rack Cards Requested _____
- Promo Items Requested _____
- Video Requested
- Camera
- Other _____

VOLUNTEER NEEDS

- Created sign up form (if needed)
- Communicated date/times
- Other _____

MISC

- Table Cloth
- Pop-Up Banner
- Table Runner
- _____
- _____
- _____
- _____

POST EVENT

- Return all equipment
- Send marketing@sampsoncc.edu photos
- Share on LinkedIn