

WORKERS MEMORIAL DAY CHECKLIST

TURNOUT/SOLICITATION

- ☐ Initial Flyer Mailed and Faxed (Jan)
- ☐ 2nd Flyer (Union Printed) Sent and Distributed at Meetings (Feb, Mar, Apr)
- ☐ Follow Up Calls (2 weeks out)
- ☐ Post on National COSH Site
- ☐ Create FB Event



VENUE

- ☐ Caterer (Menu, Times, Set Up, Stage, Table Assignments)
- ☐ Parking, Set Up (Electric & Chairs) contact : _____
- ☐ Permits
- ☐ Other

MATERIALS

- ☐ Fatality List, National COSH Dirty Dozen
- ☐ Memorial Placards w/String
- ☐ Printed Program
- ☐ Inserts for Folders
- ☐ Stuffed Folders (Week of event)
- ☐ Order Flowers (2wks before event)
- ☐ Other

PROCESSION & MEMORIAL SERVICE

- ☐ Coordinator(s) of March/Procession
- ☐ Truck or Cart on Wheels (w/black drape)
- ☐ Pallbearers
- ☐ Banner Carriers
- ☐ Coordinator of Microphone at Casket
- ☐ Family Speakers at Memorial Service (Apr)

PROGRAM

- ☐ Speaker Confirmations (Jan/Feb)
- ☐ Family Member Outreach (Feb)
- ☐ Music
- ☐ Religious Leaders for Prayer
- ☐ Coordinator of Stage (Set Up, Time Keeper, etc.)
- ☐ Introductions of Speakers (Bios, etc.)
- ☐ List of Special Guest/Politicians to recognize
- ☐ Board Assignments List

REGISTRATION

- ☐ List of Table Assignments/Registration List
- ☐ Table Tents
- ☐ Sign-in Sheets
- ☐ Flowers & Placards to pass out
- ☐ Cash Box w/change for t-shirt sales/on-site payments

PRESS

- ☐ Press Release (immediately following event)
- ☐ Press Packet
- ☐ Calls to Press 3 days and 1 day before event
- ☐ Special Press contacts to work in advance
- ☐ Media Advisory to appear week of Workers Memorial Day
- ☐ USMWF Press

(adapted from PhilaPOSH materials)