



100In1Day

Edmonton · 2017



GET READY FOR JUNE 3!

100in1Day is a global festival of civic engagement coming to Edmonton for the second year in a row on June 3. We're so happy that you're planning to bring an urban intervention project to life on the big day! Here's a handy checklist to help you get ready.

READY:

Gathering resources

- Create a list of the materials you'll need.
- Identify where you will get each material - remember to reduce, reuse and recycle!
- Identify the location of your intervention.
- Do you need a permit? If your project needs space on a road or sidewalk, please submit your application before April 21, 2017.
- Determine how materials will be transported to the site - can you walk, bike or take transit?
- Recruit friends, family, and/or coworkers for help.
- Create a plan to set up your project June 3, and a plan to take down the project when it's done.



SET:

Putting the word out

- Downloadable logos, posters, invitations and social media content are available for you to customize for your event.
- Share your project on the Make Something Edmonton website (makesomethingedmonton.ca/100in1Day/)
- Post on Facebook, Twitter and Instagram using #100in1DayYEG and #100in1Day
- Connect with your community league and local businesses to help spread the word - who knows, they may also be able to donate materials to your project!
- Recruit your friends and family and ask them to spread the word and help with your project
- Print out a poster or invitations using our templates and distribute them near the location of your event a few days before to get people to drop by. Coffee shops, public noticeboards and community centres are good places to post them.





GO!

100in1Day – June 3

- ❑ Set up your project or intervention, or run your event! You might also want to do some setup the day before, especially if you're a student doing a project at your school.
- ❑ Have fun, and be mindful of how people will experience your intervention. Stay safe, be inclusive, and clean up any mess or garbage left as a result of your activity. You ARE making Edmonton a better place!
- ❑ Take photos of your event! Get action shots and ones of people smiling and participating
- ❑ Post to Twitter, Facebook or Instagram using #100in1DayYEG and #100in1Day
- ❑ Track your success - count the number of participants, record comments, check social media, and think about what worked or what didn't.
- ❑ Be prepared to discuss your intervention if the media comes by. Please let Make Something Edmonton and CITYlab know that you were interviewed and who interviewed you, and follow up to see if your intervention was covered.



After your project

- ❑ Clean up any garbage that resulted from your intervention. Leave no trace (unless it's art)!

Follow up

- ❑ Use social media to share your photos, stories and results.
- ❑ We will follow up with you using an online survey - please share what you learned!
- ❑ Share your stories! Email your story and project photos to 100in1Day@edmonton.ca and we'll feature it on our blog. Or tweet using the #100in1DayYEG and #100in1Day hashtags.



For any further help, questions, or to email photos and stories:
100in1Day@edmonton.ca



**EXCITED YET? IT'S GOING
TO BE AN AMAZING DAY!**



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