

SUMMARY CHECKLIST

22q at the Zoo Worldwide Awareness Day

An International 22q11.2 Foundation Worldwide Awareness Event – www.22q.org

- Confirm your role as coordinator with the International 22q11.2 Foundation**
- Find other people to help**
- Contact the zoo**
- Confirm meeting time and location at the zoo**
- Visit 22q.org and download the zoo planning documents**
- Confirm event details with the International 22q11.2 Foundation**
- Order T-shirts**
- Set ticket price**
- Sell tickets**
- Contact your local media outlets**
- Share your event information on Facebook**
- Assume responsibility for sign-in sheet, or delegate responsibility to another volunteer**
- Take photos and videos on the day of the event. Post on official zoo event Facebook page**
- Send completed sign-in sheets via email or postal mail to the International 22q11.2 Foundation**

If you have any further questions, concerns or problems, please contact us at info@22q.org. We are here to help you every step of the way.

THANK YOU!