



Internet Enrollment Event Checklist

- Identify the main point of contact/coordinator for the event
- Identify the target audience through administering a survey/assessment (older adults, low-income, communities of color, etc.)
 - Determine a survey goal and decision made as a result of data
 - How will the survey be administered? For example, paper, online, mobile, face-to-face interview, or telephone
 - Keep the survey short, make sure it's clear and direct
 - Will the survey be administered in languages other than English? If so, translate the survey in the appropriate language and make sure an interpreter is available to assist with completing
 - Offer an incentive to increase participation
 - Follow-up with respondents if necessary
- Identify and secure the venue (school, library, community center, senior center)
 - Does the venue have broadband available on site?
 - Accessible by public transportation
 - Hours that work for the target audience
- Confirm logistics
 - Date, time, format, items needed such as tables, chairs, power, masks, etc.
- Identify broadband providers in your area. These resources can help:
 - www.everyoneon.org
 - Local library
 - United Way
 - www.discounts.digitalinclusion.org
- Identify community engagement partners to help spread the word
 - Neighborhood leaders
 - School partners
 - Staff at the senior center
- Create flyer
 - Use [Canva](https://www.canva.com/) as a resource

- Date, time, location
- Use images of the population the event is targeted to
- Add anything the attendees need to bring, such as ID, proof of income, masks, etc.
- Sample flyer
- Create follow up process, success measurement tools
 - Number of individuals that attended and signed up for internet service
 - Follow-up with individuals to make sure received equipment and service is active
 - Provide contact information if need technical support
 - Attend digital literacy training to include safety and security while accessing the internet