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 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