

EdCamp Checklist and Organizational Timeline

This template is modelled to suit my specific needs for an online event. The original is from the Digital Promise website (Digital Promise, 2024).

Initial Tasks: 3 months prior	Notes	Date Started	Date Completed
Choose a date and secure a venue	Day, Month, time and time zone		
Create your team and schedule team meetings			
Name your Edcamp (use EdCamp in the name)	EdCamp AI: Shaping the Future of Learning		
Create a logo for your EdCamp and mix in	I created a brain with electrical circuits in it. I used ChatGPT to amalgamate the EdCamp apple into it to create a mixed logo		
Set up a Website	Added a page to my Master's website blog		
Made a Google Classroom	This will house all of the documentation attendees need for Pre, During, and Post attendance.		
Set up an Eventbrite for registration	Digital Promise has a document that outlines the steps to do this. I will not be doing this yet, as this project is just outlining how to do it and pulling resources together for it.		
Set up LinkedIn profile to advertise the event via social media	I have a profile, so I just updated it. I used the Digital Promise guide to help create the posts I would use.		

Create an invite for EdCamp to use in socials as advertising	Canva		
Determine the schedule for the day	8-8:30 am is Welcome and opening 8:45-9:30 am Session 1 9:45-10:30 am Session 2 10:45-11:30 am Session 3 11:45 am -12:30 pm Session 4 12:30-12:45 pm Wrap Up		
Tasks 1 week prior to EdCamp	Notes	Date Started	Date Completed
Create any necessary links to the online session board			
Test Zoom links			
Determine who will do the opening remarks, the land acknowledgement, video or article summarization about the main topic to inspire people, and introduce the organizing committee and room hosts. Indicate this on the website.	Who will handle the opening and other tasks. Ask different people to mediate the rooms		
Create a Session Board in Google Docs	Session Board and subsequent session note documents		
Confirm jobs for EdCamp Day			
Who is going to monitor the main room and ensure there are no people waiting			
Who is editing the Session Board			
Send out Zoom links/Google Classroom links is working for all attends that have registered			

Tasks the evening before EdCamp	Notes	Date Started	Date Completed
Triple-check Zoom links			
Ensure that emails have been sent out for the Zoom link			
Day of EdCamp			
Regular Check-in			
Late Check-in			
Welcome, Land Acknowledgment, Introductions, explain how it's going to work, Expectations of Inclusivity			
Encourage taking notes and sharing with others in the Google Classroom/Google Docs	Template of Session Notes		
Tasks within 2 weeks after EdCamps	Notes	Date Started	Date Completed
Send thanks you to those that were in charge of rooms			
Send a follow-up thank you email to participants and an announcement on Google Classroom.			
Provide Certificates of completion			
Meet with planning committee members to reflect			

Website Checklist

Items to Include on Website	Notes	Date Started	Date Completed
Name of EdCamp			
Logo			
Intro to what the EdCamp is all about			
Intro to what an EdCamp is			
Video on what an EdCamp is			
Created a "Terms & Conditions"			

Google Classroom Checklist

Items to Include on Website	Notes	Date Started	Date Completed
Create one	Used my personal gmail account for this		
Include your logo and name of the EdCamp	Set it up as the header		
Set categories up	Pre-EdCamp During EdCamp Post-EdCamp		
Create a Session Board and attach it to Classroom	In During EdCamp		
Create individual Google Docs for each session/room: Room 1:	Also, tentatively assigned people to moderate each room		

Room 2: Room 3: Room 4: Room 5:			
Created a “Terms & Conditions” and “Code of Conduct” document	To set expectations and ensure that people are still being professional during the EdCamp		
Create a Google Form	To help identify possible topics for the various rooms. Rooms will be switched to meet the needs of participants		

References

Digital Promise. (2024). Edcamp Community. *Digital Promise*. <https://digitalpromise.org/edcamp/>