

Checklist Mission Day

Last edit: Nov 2018



Please read the [Guidelines for setting up a Mission Day carefully!](#)

Early Deadline: 30 Days prior to the event

Reward: Very Rare Loadout Code. (You will of course also get the additional Rare Loadout Code from the target Deadline below.)

To get this reward you have to submit all data mentioned in the section "Cut-off Deadline".

Target Deadline: 21 days prior to the event

Reward: Rare Loadout Code.

To get this reward you have to submit all data mentioned in the section "Cut-off Deadline".

Cut-off Deadline: 14 days prior to the event!!

If Niantic does not get all data 14 days prior the event, the Mission Day will be canceled.

Please share all this data together in one Google Drive folder!

- Written permission to use the partner logo
- Partner logo as a digital file (JPG, PNG)
- Pictures for Mission badges
 - Share a folder with final (picture + logo combined) badges on the Slack channel
- Mission Submission sheet
 - Please use **ONLY** [this template!](#)

Please also answer the following questions by making a copy of this document and saving it in your Google Drive folder! Please write your answers inline in red.

- Event Schedule, including the following:
 - Registration time (at least 2 hours) and location.
 - Group picture time (15 minutes) and location.
 - Additional schedule items. (Not required. This may include and is not limited to: warm-up or after parties, sightseeing tours, xfaction meet-ups or other community events you are providing.)

- Are you providing a community mission map?
If yes, please provide a link.

- Are you providing any community channels (eg. Facebook Group, Telegram Channel)?
If yes, please provide links.

- Do you want to highlight Banner Missions for your event? If yes, provide up to two banners to be featured on the website and newsletter by providing the following: a picture of the banner in the Google Drive event folder, name of the banner and name of the agent who created it. (One banner per faction if POCs disagree.)
 - Banner 1:

 - Banner 2:

Submitting agent names: No later than 1 day (24h) after the Mission Day:

Please share the following the Google Drive event folder!

- Return the RSVP list with agent names who completed the Mission Day.

Please Note: It my take up to 14 days (two weeks) for the in-game medals to be pushed.