

RIBBON CUTTING CEREMONY CHECKLIST

We created this checklist to help you promote your AED Enclosure.
Please let us know if we can help in any other way.

DESIGNATE YOUR EVENT PLANNER / COORDINATOR

SELECT EVENT DATE, TIME AND RAIN DATE

DELEGATE RESPONSIBILITIES

- Designate contact for RSVPs
- Designate contact for media relations
- Choose a speaker
- Clean Up

CONTACTS / INVITES TO CONSIDER

- News / Media
 - Local Papers _____
 - Television Stations _____
- Chamber of Commerce
- Town Hall / City Manager / Board of selectman
- Police, Dispatch, Fire & EMS Agencies
- Parks & Recreation / Athletic Leagues

AED ENCLOSURE INSTALL

- Enclosure installed properly
- AED & other equipment in place
- Signage installed
- Integration with 911 system

AFTER THE EVENT

- Post images to social media - tag @GoAEDTeam so we can help promote
- Share to your community groups on social
- Local meetings - have the AED cabinet mentioned at community meetings, school boards, etc. to gain attention with residents.

If no media present:

- Still hold your event. Take plenty of photos
- Send a press release with photos / videos as appropriate

Thank You:

- Speakers
- Sponsors of the equipment
- Media
- Sponsors of the equipment

OTHER

- _____
- _____
- _____
- _____
- _____

NOTES :



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