



EVENT ORGANISER CHECKLIST



PREPARE

- ☐ Follow Read.forReal on FB and IG.
- ☐ Invite an author/illustrator/translator (or another personality).
- ☐ Use posters to invite your audience offline.
- ☐ Use social media frames from www.readforreal.eu to invite your audience online [tag @Read.forReal on FB & IG, use #ReadForReal, #EuropeanAuthorsDay, tag your National Hub].
- ☐ Download and print coloring pages and diplomas (in your language) from our website.
- ☐ Download and use the #ReadForReal logo in your language (available on the website).

INSPIRE

- ☐ Fill in the certificate on the back of this checklist, frame it, hang it on your wall, and share it online.
- ☐ Use social media frames from www.readforreal.eu to showcase your event and inspire others! Tag @Read.forReal, use #ReadForReal, #EuropeanAuthorsDay, and tag your National Hub.
- ☐ Register your event at www.readforreal.com/registration
- ☐ Be proud of what you organised – send a short summary with photos to info@readforreal.com

ORGANISE

- ☐ Create your own reading celebration – author meetings, shared readings, book club parties, literacy balls, and more.
- ☐ Give bookmarks to the audience so they can ask the author for their signature.
- ☐ Distribute creative postcards to the audience and let them unleash their creativity: draw, write, decorate, share, or keep them as a memory.
- ☐ Hang the Reading Team Challenge in your space and encourage others to complete it together.
- ☐ Explore new friendship-themed activity scenarios on our website and bring them to life in your community.

GROW

- ☐ Ask your audience which authors they'd like to meet next year.
- ☐ Talk to teenagers about how they would like to get involved as co-organisers.
- ☐ Start planning the budget and talk to local institutions and businesses about funding a bigger celebration in your region.
- ☐ Inspire readers, connect communities, become a #ReadForReal Institution!

