

### **Things to do hours and days before the event begins:**

- Make sure you have arranged to have enough food and drinks on hand. (Don't forget to pick up your Bawls Energy Drinks!)
- Locate the nearest 24 hour convenience store or supermarket, and have take-out menus from area restaurants on hand.
- Make certain you have a phone number to use for medical, and other, emergencies. Things can happen. Be prepared.
- Be sure your venue is ready to go, and you have enough tables, chairs, pencil sharpeners, toilet paper, etc, to go around.
- Find and post the phone number of a local taxi service. It would be a good idea for someone else to drive your participants home. Give them the info ahead of time.
- Remind your local press to come by and check out the event. Send a quick e-mail, another copy of the press release, or even just give them a call and tell them about what you have planned.

### **Things to do minutes before the event begins:**

- Hand out the cover sheets and info cards. Get them filled out and collected before everyone begins. Make sure you get an emergency contact number for everybody. Yes, everybody. Again, be prepared.
- Encourage participants to ask questions about the event, and get clarity before the clock starts ticking.
- Now would be a good time to point out the taxi service phone number, and remind folks that a ride home would a great plan. Remember, you could be held responsible if someone has an accident while on the way home from your event.

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ComicsPRO

PO Box 75446 ~ Colorado Springs ~ CO ~ 80970  
toll free phone/fax: 877.574.8618



**24 HOUR  
COMICS  
DAY  
CHALLENGE**  
**24 PAGES. 24 HOURS. ALL YOU.**

### **Things to do when the event begins:**

- Announce that the event has started! Make sure there is a clock that everyone can see, so they can keep track of the time.
- Encourage brain-storming for ideas. Consider having idea 'seeds', such as a random idea generator (online), a dictionary and the saurus, or games such as Apples to Apples.

### **Things to do during the event:**

- Call, fax, or e-mail ComicsPRO with the number of participants in your venue.
- Consider photocopying artists' work as the day goes on, and posting finished pages for onlookers to see.
- Be sure to document your event as you go. Take photos, send out e-mail updates, post to your own blog, as well as the 24 Hour Comics Day blog, etc. Encourage onlookers and participants to do the same.
- Announce mealtimes/opportunities for food, but allow people to eat when they are ready. (Take pictures of people enjoying donated food and beverages. Sponsors love that kind of stuff!) Be sure to keep up with the trash.
- Make certain you have staff that will be in your venue for the entirety of your event. (And someone ELSE to work the next shift!)
- Designate a central location for finished work. Mark a file box 'finished'. That way, even if you're not there, you'll be able to find the work that has been turned in.

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### **When the event is over:**

- Get some rest!
- Make photocopies of all the work that was done in your venue, even if it's not 24 completed pages.
- Mail all of the photocopies, along with the cover sheets, to ComicsPRO.
- Scan and post images to your website, or photo sharing site, for the world to see.
- Keep all original artwork safe and available for the artists to pickit up.
- Follow up with your local press. Don't forget to thank your sponsors!

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