

**Checklist for the 'Big Latch On'
Saturday 10am (count at 10:30am) August 6th 2011**

Before the Day!

- Invite a minimum of 2 non-breastfeeding adults as witnesses (one can be you – if not breastfeeding)
- Arrange for help with guiding women in, registration, announcements and counting. If you are using more than one room think about how to do the count. If you have invited the public, please think about what you will do if more women than you expect turn up!
- Advertise through your networks.
- Check your event details are correct on the website: <http://www.llusa.org/wbw/BigLatchOn.php#Events>

On the Day! What to bring:

- Event Sign In and Waiver Sheets, <http://www.llusa.org/wbw/BigLatchOn.php>
- Witness Statements
- The Rules <http://www.llusa.org/wbw/BigLatchOn.php>
- Name tags and different color marking pens – to make name badges for mamas and help identify those who do not want to be photographed
- Pens
- Clock and watch set to <http://www.timeanddate.com/worldclock/city.html?n=202>
- Camera (and a spare just in case!)
- Poster putty and tape to put posters up
- Ways to mark your location – balloons, posters in window etc
- Water and supplies if serving food; napkins, plates, cups, etc

After the event

- By 12:30pm email numbers* and location information to count@biglatchon.org
- Collect any publicity in the media (local papers, radio etc) or ads in any newsletters as evidence.
- Send, witness & sign in forms, photos and any evidence by August 13, 2011* to;
La Leche League, PO Box 4652, Greenwich, CT 06831.

***Refer to Big Latch on Rules**

Gratefully adapted from Big Latch On, Women's Health Action New Zealand.