



Eclipse Event Planning Checklist

Comprehensive Guide for Organizing Safe Public Eclipse Viewing Events

Planning Timeline: Start planning 6-12 months in advance for large events, 2-3 months minimum for smaller gatherings.

1. Initial Planning (6-12 months before)

- ☐ **Determine event scope** – Expected attendance, target audience (general public, students, families)
- ☐ **Select viewing location** – Open sky view, accessible, adequate space, parking considerations
- ☐ **Check eclipse timing** – Verify eclipse visibility, duration, and exact timing for your location
- ☐ **Assemble planning team** – Assign roles (safety coordinator, logistics, education, public relations)
- ☐ **Create preliminary budget** – Eclipse glasses, equipment, venue, insurance, promotional materials
- ☐ **Secure venue** – Book location, obtain necessary permits
- ☐ **Verify insurance coverage** – Liability insurance for public event, special event rider if needed

2. Safety Equipment & Supplies (3-6 months before)

- ☐ **Order ISO 12312-2 certified eclipse glasses**
 - Calculate quantity: attendees + 20% backup + volunteers/staff
 - Verify manufacturer legitimacy at iso12312-2.com
 - Request batch/lot numbers for traceability
 - Order from verified suppliers only
- ☐ **Inspect glasses upon arrival**
 - Check for damage, scratches, or defects
 - Verify ISO markings and manufacturer information
- Test samples before event
 - ☐ **Solar telescopes/binoculars with proper filters** (if offering enhanced viewing)
 - ☐ **Backup viewing methods** – Pinhole projectors, solar projector
 - ☐ **First aid kit** – Stocked and accessible
 - ☐ **Sunscreen and water** – For attendee safety and comfort

3. Staffing & Training (2-3 months before)

- ☐ **Recruit volunteers/staff** – Safety monitors, education stations, crowd management, registration
- ☐ **Conduct safety training**
 - Proper eclipse glasses use and inspection
 - How to identify damaged glasses
 - Emergency procedures
 - Recognizing eye safety concerns
- ☐ **Prepare talking points** – Consistent safety messaging across all staff

- ☐ Assign specific roles and positions
- ☐ **Create volunteer schedule** – Include breaks and rotations
- ☐ **Designate safety coordinator** – Point person for all safety concerns

4. Educational Content & Materials (2-3 months before)

- ☐ **Prepare educational displays** – Eclipse science, eye safety, local eclipse details
- ☐ **Print handouts** – Eye safety guide, eclipse timing, viewing instructions
- ☐ **Create signage**
 - Directional signs
 - Safety instruction posters
 - Warning signs about unsafe viewing methods
 - Station identifications
- ☐ **Prepare presentations** – Pre-eclipse talk, safety demonstrations
- ☐ **Kid-friendly activities** – Educational but engaging for young attendees
- ☐ **Q&A preparation** – Anticipated questions and answers

5. Logistics & Infrastructure (1-2 months before)

- ☐ **Arrange parking** – Adequate spaces, overflow plan, accessible parking
- ☐ **Restroom facilities** – Adequate for expected crowd, portable if needed
- ☐ **Seating/viewing areas** – Blankets, chairs, designated zones
- ☐ **Shade structures** – For comfort during wait times (tents, umbrellas)
- ☐ **Sound system** – For announcements and presentations
- ☐ **Weather contingency plan** – Cloud cover, rain, extreme heat
- ☐ **Power supply** – If needed for equipment, presentations
- ☐ **Waste management** – Trash and recycling bins
- ☐ **Disability accessibility** – Ensure venue and facilities are accessible

6. Promotion & Registration (1-2 months before)

- ☐ **Create event website or page** – Details, timing, safety info, registration
- ☐ **Social media promotion** – Regular updates, safety reminders, countdown
- ☐ **Press releases** – Local media, astronomy clubs, schools
- ☐ **Partner with local organizations** – Schools, libraries, science centers
- ☐ **Registration system** (if needed) – Manage attendance, gather contact info
- ☐ **Reminder communications** – Week-before and day-before reminders with safety info

7. Final Preparations (1 week before)

- ☐ **Confirm all volunteers** – Send final schedules and instructions
- ☐ **Inspect all eclipse glasses** – Final quality check
- ☐ **Test all equipment** – Telescopes, sound system, displays
- ☐ **Check weather forecast** – Prepare backup plans if needed
- ☐ **Verify venue access** – Keys, gate codes, setup time
- ☐ **Prepare emergency contacts** – List of key personnel, local emergency services
- ☐ **Final walkthrough** – Visit site, identify any last-minute issues

8. Day Before Event

- ☐ **Setup early if possible** – Tents, tables, signage
- ☐ **Organize supplies** – Eclipse glasses distribution stations, handouts
- ☐ **Charge all devices** – Radios, phones, backup batteries
- ☐ **Brief all volunteers** – Final meeting, address questions
- ☐ **Prepare safety announcements** – Scripts for regular reminders
- ☐ **Stock first aid and supplies** – Water, sunscreen, tissues

9. Event Day Checklist

- ☐ **Arrive early** – 2-3 hours before first contact for large events
- ☐ **Set up stations**
 - Eclipse glasses distribution
 - Registration/check-in
 - Educational displays
 - Telescope viewing (if applicable)
 - First aid station
- ☐ **Test all equipment** – One final check before attendees arrive
- ☐ **Volunteer briefing** – Review positions, timing, safety protocols
- ☐ **Post all signage** – Safety warnings, directional signs, instructions
- ☐ **Distribute eclipse glasses**
 - Inspect each pair before distribution
 - Demonstrate proper use
 - Collect damaged glasses immediately
- ☐ **Give pre-eclipse presentation** – Safety reminders, eclipse timing, what to expect
- ☐ **Regular safety announcements**
 - Every 10-15 minutes: "Verify your glasses are on before looking up"
 - Remind about unsafe viewing methods
 - For total eclipse: Announce totality start/end clearly
- ☐ **Monitor crowd** – Safety compliance, medical concerns, crowd flow
- ☐ **Document event** – Photos, videos (using proper solar filters on cameras)
- ☐ **Manage special situations**
 - Damaged glasses – replace immediately
 - Medical concerns – first aid readily available
 - Cloud cover – keep crowd engaged with education

10. Post-Event

- ☐ **Collect and dispose of damaged glasses** – Don't let damaged glasses leave the event
- ☐ **Clean up thoroughly** – Leave venue better than you found it
- ☐ **Thank volunteers** – Recognition and appreciation
- ☐ **Gather feedback** – What worked, what could improve
- ☐ **Share photos/recap** – Social media, website, local media
- ☐ **Document lessons learned** – For future events
- ☐ **Store remaining glasses properly** – Dark, dry location for future use

Critical Safety Reminders

- Never assume attendees know how to use eclipse glasses – always demonstrate
- Actively monitor for unsafe viewing behaviors throughout the event
- Keep replacement glasses readily available for damaged pairs
- Supervise children closely – never leave them unattended with glasses
- For total eclipses: Clearly announce when totality begins and ends
- Be prepared to handle medical emergencies related to eye injuries
- Have contact information for local ophthalmologists available

- When in doubt, err on the side of caution – better to be overly cautious than risk eye injuries

Resources:

- Download safety handouts at iso12312-2.com
- Verify eclipse glasses suppliers at iso12312-2.com
- Eclipse timing and path information from NASA or timeanddate.com
- American Astronomical Society eclipse resources

Remember: The success of your event is measured not by attendance numbers, but by every person leaving with their vision intact. Safety is your #1 priority.