



# Explorer Campaign To Do Checklist

## Website

- ☐ I have completed my [Mission Information form](#) with my Mission name, coordinates, my organization's logo and a short description of the Mission by **June 5th**.
- ☐ I have my own webpage promoting my Mission and participation in the Puget Sound Explorer Campaign.
- ☐ My Field Agent is in the Explorer Campaign banner.

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- ☐ [Fill out the form here.](#)
  - ☐ **I have sent all of the above to the Agents of Discovery team!**

## Mission Details

- ☐ My Mission name is finalized by **June 5th** & added to my Mission form.
- ☐ My Mission's reward message mentions the participation in the Explorer Campaign and the reward link appears upon Mission completion by **June 5th**.
- ☐ Optional: My Field Agent is characterized with a voice.

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## Prizes

- ☐ I have ordered my rewards from the [Swag Store](#) by **May 20th**:
- ☐ Recommended for individual Missions -1 inch pins (can be Puget Sound or site-specific): [Click here to Order.](#)
- ☐ 3 Mission prize Lanyard: Colour coding: PMS 3115C BACKGROUND. YELLOW LETTERS PUGET SOUND EXPLORER. SAME AS PO 5436773. [Click here to Order.](#)
- ☐ Note: these specific prizes aren't absolutely required at every site, but it's great if at least most of us have them!

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## Social Media

- ☐ I have filled in my [preferred week](#) to have my Mission promoted during the Campaign by **May 31st**.
- ☐ I have completed my [Social Media form](#) with pictures of my Mission site, information about my Mission, with my organization's handles and hashtags and what social media channels they correspond to, and provided my social media contact by **June 5th**.
  - ☐ [Example](#) of what AoD will create with my info.
- ☐ I am using [#PugetSoundExplorer] in any promotion I do around the Campaign.
- ☐ AOD is tagged in my social media posts and I have been in contact with the AoD social media team. [@AgentsofDiscovery (Facebook/Instagram) or @AoDiscovery (Twitter)]
- ☐ I have used the Campaign poster (either at my site or online).
- ☐ Optional: I have prepared a short video for my MOTW feature by **June 12th**. [Click here for an example.](#)

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