Check an event before you share it

Keep dates, time zones, location and signup information together before passing an event along.

Event title

Host / organizer

Official event page

Information checked on

CHECK THE ORIGINAL SOURCE

- [ ] Confirm the host and original source.
- [ ] Confirm the date, start/end times and named time zone.
- [ ] Check whether the event is in person, online or hybrid.
- [ ] Verify the actual venue. A mailing address is not an event venue.
- [ ] Check age, eligibility, registration, cost and capacity requirements.
- [ ] Confirm accessibility and the organizer's contact route.
- [ ] Use the official registration link.
- [ ] Recheck the organizer's page for changes or cancellations before attending.

KEEP YOUR NOTES

Date / time zone

Venue or online access instructions

Registration link

Questions still to confirm

Keep private attendee details and private meeting links out of public posts.

Free to download and adapt for personal or group use. Do not imply AFP endorsement.
AFP-created tool | November 2026 | No photography or third-party materials included.