

Watch Party Host Check List

Congratulations on being sponsored to host a Watch Party for this year's NCIM National Forum. We are so pleased that you will be bringing your community together to share your interest in Indigenous Midwifery, Birth and Beyond.

Here is a check list to guide you in hosting your watch party:

- Complete EFT form and return to rgreen@indigenoumidwifery.ca to ensure timely transfer of funds
- Plan your budget, invite your guests and schedule your day
- Ensure you have the proper technology and connection available to play the Forum
- Make necessary purchases and save all receipts

Day of the Event:

- Take attendance of all guests at your Watch Party
- Submit attendance to rgreen@indigenoumidwifery.ca before the end of the day so that all viewers can be included in raffle draws
- Take photos of your event
- Post on Social Media using the hashtag **#birthback** and tag **@ncimidwives**
- Engage in discussion, make connections and eat good food! (very important)
- Pay any honoraria and have recipients complete an *Honoraria Form*

After your event:

- Pat yourself on the back for bringing communities together
- Pay any outstanding invoices and keep the receipts
- Complete the *2025 Watch Party Financial Report*
- Email rgreen@indigenoumidwifery.ca a copy of your *2025 Watch Party Financial Report*, *your receipts*, *Honoraria Forms*, *Attendance* and a couple of highlight photos showcasing your event.*

*Please note that photos are for verification purposes only and will not be posted.