Make an attendee checklist from a public event announcement

Give attendees a short checklist of what to bring, when to arrive, and what to verify with the organizer.

15 minutes · Free-tier example · Beginner · Proposed

Before you start

Allow about 15 minutes. Use a public announcement and an AI assistant you already have access to. The example fits a free assistant. Keep registration lists, contact details for attendees, and accommodation requests out of the input.

Try it

Use this fictional announcement.

> *The neighborhood cleanup starts at 9 a.m. on Sunday. Check in at the park's north gate. Bring water and closed-toe shoes. The organizers provide gloves. The announcement does not say what happens if it rains.*

Paste the announcement after this instruction.

> *Write a short checklist for attendees. Group items under when to arrive, where to go, and what to bring. Put details the announcement leaves open under questions to confirm.*

Check the result

The checklist should give Sunday at 9 a.m., the north gate, water, and closed-toe shoes. Gloves are provided. Rain plans belong in the questions. Compare the output with the original announcement line by line. Ask the organizer to confirm missing details before sharing the checklist.

Limits and reuse

A checklist can lose context about access or last-minute changes. The public announcement remains the source people should consult.

Keep the organizer's announcement, the checked list, and answers to any open questions.