

Checklist for Exchange Organisers

BEFORE THE EXCHANGE

- Have proper pre-exchange communication between the entities
- Set goals and expectations and communicate them with the other entity
- Choose an exchange coordinator
- Divide tasks
- Design an exchange programme
- Draft the financial structure (exchange budget)
- Create an EGEA event on the website (only as hosting entity)
- Read the '[Manual for Exchange Organisers](#)'

DURING THE EXCHANGE

- Provide a place to stay
- Provide food
- Be flexible with the programme
- Stay in a good mood
- Don't bother the other entity with your problems/struggles
- Enjoy your time and the EGEA life

AFTER THE EXCHANGE

- Contact ActCom and fill out their [form](#) to report the exchange to the database of events
- Evaluate the exchange within your entity
- Evaluate the exchange among the two exchange coordinators