





**ROOM & SUPPLIES:**

Create a room diagram.

List necessary AV equipment.

Prepare handouts.

Will you have a registration table?

- Do people need to sign-in?
- Do you need to collect any of the following:
  - Email addresses
  - Mailing addresses
  - Phone numbers
  - Money/payment
- What materials/handouts will be provided to each participant?
- What benefit would name tags serve?

**SET-UP & TEAR-DOWN:**

- What decorations are need to enhance this event?
- Are table centerpieces necessary?
- Is signage necessary?
  - Roadside
  - Entrance
  - Hallway
- List set-up team members and responsibilities:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

- List clean-up team members and responsibilities:

- Clearing tables and floor of trash:

\_\_\_\_\_

- Sanitizing table:

\_\_\_\_\_

- Straightening chairs:

\_\_\_\_\_

- Sweeping hardwood floor in Gathering Room:

\_\_\_\_\_

- Taking out trash:

\_\_\_\_\_

- Washing dishes:

\_\_\_\_\_

- Sweep & mop kitchen floor:

- Other:
- 
- 

**REFRESHMENTS/FOOD:**

Create a menu for any food or beverages that will be at this event.

**BUDGET:**

What is the cost of this event per participant?

Is a budget needed for this event? (Food, Beverages, Speaker honorarium, Supplies, etc.) How will these funds be obtained?

**EVALUATION:**

In your opinion, what should occur during this event for it to be considered a success?

How can you obtain feedback from the participants?

**ADDITIONAL NOTES:**