**Program Checklist**

| **Program name** | | |
| --- | --- | --- |
|  | | |
| **Type of program** |  | |
| **Strategic objective** |  | |
| **Target audience** |  | |
|  | | |
| **Date** |  | |
| **Time** |  | |
|  | | |
| **Planner** |  | |
| **Host** |  | |
| **Speakers** | Invited | Confirmed |
|  |  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  | | |
| **Location** | Reserved | Confirmed |
|  |  |  |
|  | | |
| **Equipment** | Cameras |  |
|  | Computers |  |
| Hotspots |  |
| Projectors |  |
| Screens |  |
| Microphones |  |
| Podiums |  |
| Interpretation |  |
|  | | |
| **Supplies** | Handouts |  |
|  | Refreshments |  |
|  | Other |  |
|  | | |
| **Staff needed** | A/V |  |
|  | Handouts/supplies |  |
| Photographer |  |
| Evaluations |  |
| Greeters |  |
| Crowd management |  |
| Interpreter |  |
| Security |  |
| Refreshments |  |
| Facilities |  |
| Other |  |
|  | | |
| **Budget** |  | |
|  | | |
| **Registration required?** |  | |
| **Registration POC** |  | |
| **RSVP required?** |  | |
| **RSVP POC** |  | |
|  | | |
| **Day or Week Before Program** | | |
| **Reconfirm venue** |  | |
| **Reconfirm refreshments** |  | |
| **Reconfirm speaker** |  | |
| **Reconfirm staff** |  | |
|  | | |
| **Day of Program** | | |
| **Meet speakers, VIPs** |  | |
| **Handouts/supplies setup** |  | |
| **Room setup** |  | |
| **A/V setup** |  | |
| **Refreshment setup** |  | |
|  | | |
| **During the Program** | | |
| **Promote upcoming events** |  | |
| **Collect audience contact information** |  | |
| **Collect evaluations/surveys** |  | |
| **Take active photographs** |  | |
| **Take attendance** |  | |
|  | | |
| **After the Program** | | |
| **Evaluate impact** |  | |
| **Thank speakers and volunteers** |  | |
| **Share highlights and photos** |  | |