

Checklist for Planning A Public Education Event

The following checklist can be used for planning a wide variety of public education events, from news conferences to speeches, debates or benefit concerts.

- ___ Location confirmed?
- ___ Wheelchair accessible?
- ___ Sufficient seating?
- ___ Extra rooms confirmed (if needed, for example, for workshops)

- ___ Date and time confirmed?
- ___ No conflicting events?

- ___ Speaker(s) invited and confirmed?
- ___ Person(s) to introduce speaker(s) invited and confirmed?
- ___ Person to deliver opening remarks invited and confirmed?
- ___ Person(s) to deliver closing remarks/thank speaker(s) invited and confirmed?

- ___ Necessary equipment confirmed (audio-visual equipment, flip charts etc.)?
- ___ Equipment operators confirmed?

- ___ Registration tables available and set up?
- ___ Food and drink tables available and set up?
- ___ Information display tables available and set up?

- ___ Extension cords and outlets available?

- ___ Media Alert prepared and distributed to media?
- ___ Posters prepared and put up?
- ___ Other publicity materials prepared and distributed?

- ___ Important people invited?
- ___ Other citizen groups invited?

- ___ Workshop facilitators invited and confirmed?

- ___ Other _____
- ___ Other _____