



## Event Planning Logistics Checklist

### **Before the Event:**

- Set date and time
  - Evenings and weekends are generally best
- Location
  - Physical accessibility
  - Access to public transportation and parking
- Trainer
  - Does the topic need an outside expert?
  - Can you offer a stipend?
- Transportation
  - Are people coming from out of town?
- Outreach
  - Flyers, emails, announcements at places of worship, etc.
- Registration
  - Make sure to include interpretation, childcare, and dietary restrictions on registration form

### **For the Day of the Event:**

- Room Set-up
- Interpreter
  - Do you need to provide headsets?
- Sign-in sheet
- Name Tags
- Materials
- Flip charts & markers
- Pens and paper
- Volunteers
  - Recruit ahead of time!
- Childcare
- Food
  - Don't forget plates, napkins, and silverware
- Technology
  - Computer, projector, screen
- Room Clean-up

### **After the Event:**

- Send follow-up information
- Add participants to organization's email list