

Countdown Checklist



Each planning group should prepare their own program checklist, one that is unique to their needs and goals.

Two weeks prior to the program date, have you...?

- _____ 1. Sent out the mailing with time, place, location and parking directions. Maps are often necessary. Suggestions on appropriate attire for the session may be helpful.
- _____ 2. Visited and arranged all details of the meeting place.
- _____ 3. Considered all the physical requirements for the day:
 - _____ Seating arrangements
 - _____ Furniture - podium, microphone, tables
 - _____ Drinking water and cups for presenters
 - _____ Refreshments
 - _____ Coat racks
 - _____ Ventilation, heating and lighting
 - _____ Audio-visual equipment
 - _____ Chalkboard, flip chart, easel, chalk, markers, pencils, etc.
- _____ 4. Prepared and secured necessary aids/equipment:
 - _____ Visuals
 - _____ Handouts
 - _____ Films, videos, slides
 - _____ Film, camera
 - _____ Name tags, place names
- _____ 5. Checked to be certain equipment is in working order.
- _____ 6. Planned to rehearse/review the total design together before the day of the event.
- _____ 7. Confirmed and reconfirmed with all guest speakers and outside participants in writing.
- _____ 8. Prepared an evaluation form (refer to www.roanokechamber.org, click on the Leadership Programs tab, and follow to the Form Resource Library).

Immediately after the program, have you...?

- _____ 1. Written thank you letters to all guest speakers and sponsors.
- _____ 2. Completed your final report (refer to page 43).