**CHECKLIST**

|  |  |  |
| --- | --- | --- |
| **Timeline** | **Task** | 🗸 |
| **PLANNING**  10-12 weeks ahead | Set dates; plan schedule; draft syllabus; reserve rooms with appropriate layout/equipment; set budget; finalize admin approvals; Set up hospitality forms and arrange catering services.  Plan and produce marketing materials; target participants lists and presenters/alternate presenters. |  |
| **MARKETING**  8-10 weeks ahead | Send out marketing materials; list with campus events.  Invite and schedule presenters.  Design and Implement Reservation form. |  |
| **CONFIRMATIONS**  5-6 weeks ahead | Confirm presenters; update Syllabus; begin to compile presenter materials and participant handouts for each session.  Coordinate with Internal Evaluator to visit event. |  |
| **REGISTRATION**  2-4 weeks ahead | Register Participants; set up Dropbox access and folders.  Prepare and send out pre-workshop instructions to registered participants.  Confirm all presenters and materials/resources. |  |
| **MARKETING +**  2-3 weeks ahead | Additional campus marketing; additional registration if space available. Targeted email invites and follow up. |  |
| **TESTING**  1-2 weeks ahead | Obtain media presentations from presenters, if applicable; test LCD projector and personal computer; obtain and test PowerPoint file(s) and SPIN access. |  |
| **FIRST WEEK OF  BOOT CAMP** | Late registrations and coordination of any single-session participants. Prepare participant workbooks or handouts and resources.  Prepare sign-in sheets, workshop records, supplies tool kit.  Confirm with first session presenters.  Confirm room reservation and catering services.  Test-drive room set up. |  |
| **DAY BEFORE EACH FOLLOWING WEEK** | Confirm with presenters for last-minute needs or resources. Be responsive to participants last-minute needs or changes. |  |
| **LAST SESSION** | Confirm any follow-up activities; evaluation survey; thank you’s to presenters, co-sponsors, colleagues. |  |
| **WEEK AFTER** | Thank You to all presenters and participants; evaluator. |  |
| **FOLLOW UP** | Plan Mock Panel Review, Writing Groups, Events, and tracking for submissions & results. |  |