**CHECKLIST**

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| **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. |  |