

Before

1. Purpose and audience

Topic

Stated audience

Purpose

2. Planning logistics

Length

Location requirements

Room booking

Budget

Prior resources?

On-campus experts / external collaborators?

Participant registration

3. Communication & promotion

Current process

Link between audience(s) and communication tool

During

4. Lesson plan

Outcomes

Session outline

Activity Instructions

5. Equipment

6. Event logistics

Signage

Name tags

Sign-in sheets

Classroom technology access

After

7. Program Evaluation

Short-term

To consider:

Mid-term

Long-term

8. Review of logistics

9. Reflection

What questions would you ask for your own personal reflection and continuous improvement?



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