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?