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## PREPARATION AND POST-EVENT CHECKLIST

### ORIENTATION AND CONSULTATION PHASE

- Set up a coordination team
- Set up a steering group with focal points from interested organizations
- Conduct a consultation process
- Set a date
- Arrange a location with options for break-out groups
- Develop a budget, including in kind contributions from partners (resource 3)
- Formulate a strategic goal and specific objectives
- Draft a concept note based on the consultation process
- Develop a workshop programme with a focus on ensuring interactivity (resource 5)
- Make a participants list and identify sponsors for participants if necessary
- Set up a meeting to fine-tune concept note and programme

### PREPARATION PHASE:

#### Venue:

- Arrange catering
- Plan room-set-up (seating) and ensure availability of equipment (flipcharts, markers, etc.)
- Make technical arrangements at venue: (microphones, beamers, lights etc.)
- Arrange a registration table

#### Participation:

- Send invitations to participants (resource 4) and organize registration process
- Develop participant pack: badges, programme booklet, reference material, give-aways
- Follow-up with participants, send reminders, inform them about their role for workshop

#### Programme:

- Appoint moderator(s) and/or working group facilitator(s)
- Appoint rapporteurs to capture the workshop findings
- Develop a detailed sequence of operations, clearly indicating who does what
- Discuss sequence of operations with the coordinators, moderators and facilitators

#### Comm:

- Plan pre-event announcements and PR, materials and event broadcasting, dissemination of findings, photography as relevant

### POST-EVENT:

- Finalize the report of the workshop
- Thanks speakers and participants, collect feedback
- Work towards the defined outcomes
- Conciliate budgets
- Plan process for follow-up of event action points or conclusions