**Event Task List**

|  |
| --- |
| **Name of Event** |
| **OWNER** | **PLANNED TASK** | **DATE TO COMPLETE** | **NOTES** |
|  | Define Objective/AIM of event |  |   |
|   | Determine Date |  |   |
|  | Secure Venue |  |   |
|  | Theme of the Event |  |   |
|  | Set internal planning meetings related around content |  |   |
|  | Identify audience |  |   |
|  | Send Save the Date to attendees |  |   |
|  | Define learning/performance objectives |  |   |
|  | Identify measures for success |  |   |
|  | Delivery method |  |   |
|  | Draft agenda/speakers (Plan A and Plan B) |  |   |
|  | Finalize Registration Form |  |   |
|  | Speakers Confirmed |  |   |
|  | Finalize agenda |  |   |
|  | Develop content |  |   |
|  | Define engagement strategy |  |   |
|  | Send Registration Info/Draft Agenda/Session Descriptions and Objectives to attendees |  |   |
|  | Registration Follow-up |  |   |
|  | Facilitator logistics call |  |   |
|  | General Session Handouts |  |   |
|  | Speaker Slides Due |  |   |
|  | Supply Needs |  |   |
|  | Registration Closes |  |   |
|  | Finalize technology Needs |  |   |
|  | Print all documents |  |   |
|  | Write Speaker Thank You Cards |  |   |
|  | Pay venue |  |   |
|  | Documents to Website |  |   |
|  | Flash drives and check to venue |  |   |
|  | Pre-Registration Process |  |   |
|  | Walk through event list and make sure you aren't forgetting anything! |  |   |
|  | Create Conference Evaluations |  |   |
|  | Bring all items to venue and set-up |  |   |

***AGENDA***

***NAME OF LEARNING EVENT***

***DATE***

***LOCATION OR LINK***

**THEME**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Topic** | **Facilitator** | **Room** |
| 9:00 – 9:15 AM | Welcome and Introductions | Susan  | Conference Room 1 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Session Planning Worksheet

|  |  |  |
| --- | --- | --- |
| Draft # | Date | Completed by |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Event Date: |  |  |
| Session AIM |  |  |
| Target Audience |  |  |
| Working Title |  |  |
| Learning / Performance Objectives |  |  |
| Measures for Success |  |  |
| Delivery Mode |  |  |
| Staff |  |  |
| Moderator/Facilitator: |  |  |
| Producer: |  |  |
| Addt’l Resources Needed |  |  |
| Content Description |  |  |
| Activities |  |  |
| Engagement Strategy |  |  |
| Contingency Plan |  |  |