

# Checklist for Planning A Public Education Event

The following checklist can be used for planning a wide variety of public education events, from news conferences to speeches, debates or benefit concerts.

- \_\_\_ Location confirmed?
- \_\_\_ Wheelchair accessible?
- \_\_\_ Sufficient seating?
- \_\_\_ Extra rooms confirmed (if needed, for example, for workshops)
  
- \_\_\_ Date and time confirmed?
- \_\_\_ No conflicting events?
  
- \_\_\_ Speaker(s) invited and confirmed?
- \_\_\_ Person(s) to introduce speaker(s) invited and confirmed?
- \_\_\_ Person to deliver opening remarks invited and confirmed?
- \_\_\_ Person(s) to deliver closing remarks/thank speaker(s) invited and confirmed?
  
- \_\_\_ Necessary equipment confirmed (audio-visual equipment, flip charts etc.)?
- \_\_\_ Equipment operators confirmed?
  
- \_\_\_ Registration tables available and set up?
- \_\_\_ Food and drink tables available and set up?
- \_\_\_ Information display tables available and set up?
  
- \_\_\_ Extension cords and outlets available?
  
- \_\_\_ Media Alert prepared and distributed to media?
- \_\_\_ Posters prepared and put up?
- \_\_\_ Other publicity materials prepared and distributed?
  
- \_\_\_ Important people invited?
- \_\_\_ Other citizen groups invited?
  
- \_\_\_ Workshop facilitators invited and confirmed?
  
- \_\_\_ Other \_\_\_\_\_
- \_\_\_ Other \_\_\_\_\_