Program Checklist

Name of program	
Point of Contact/Program planner	
Type of program	
Presenter/Leader	
Invited	
Confirmed	
Budget	
Date	
Location	
Time	
Who will you invite?	
How announced	
RSVP? (if so, who will keep track)	
Supplemental handouts, give-aways - what, to whom	
Location	
Reserve space/confirmed	
Set up - who will do it?	
Equipment needed	
Laptop, internet connection	
Microphone	
Projector, screen	
Other - water, pencils, notepads	
Camera?	
Refreshments?	
Who sets up, cleans up, serves	
Program	
Master of ceremonies (introductions, wrap up, Thank you)	
Translator	
Evaluations	
Day Before Program	
Reconfirm space	
Reconfirm speaker	
Reconfirm refreshments (if necessary)	
Day of Program	

Set up room and check electronics	
Bring freebies, handouts	
Greet speaker	
Remember to count the number of attendees at the program	
After Program	
Send thank you notes to speakers and volunteers	
Write highlight and send to AC-Staff or PanamPartners listserv	