

# Learn @ Work Week Event Planning Checklist

## Overall Information:

Event Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Goal/Theme: \_\_\_\_\_

Event Description: \_\_\_\_\_

Speaker(s) or Special Guest(s): \_\_\_\_\_

Approximate # of Attendees: \_\_\_\_\_

## Event Suggestions:

- Recognition program
- Open house of L&D department
- Educational webinar
- Lunch 'n learn training event
- Launch resource centre
- Launch employee training program

## Additional Activities:

- Presentation/speeches
- Internal Newsletters
- Invite local officials
- Charity sponsorship
- Photo opportunity
- Press release

Plan:	Assigned To:	Notes:
What is the room setup?		
Will you be serving food and/or beverages?		
Audio/visual equipment needed?		
Will there be handouts?		
Promotion - internal (intranet, company newsletter, posters)		
Promotion - external (website, social media, press release)		
Gifts - internal, speakers, guests?		
Other		

### 1-2 Months Prior:

- Enlist committee & plan communication
- Confirm location
- Budget approval
- Assign tasks
- Develop media release kits
- Prepare and send invitations
- Identify on-site responsibilities
- Identify volunteer requirements

### 1 Week Prior:

- Confirm location set-up
- Communication reminders
- Conduct pre-event marketing/media

### 1 Day Prior / Same Day:

- Staff/volunteer meeting to review responsibilities
- Walk through venue and check everything

### Post Event:

- Pack and inventory all material
- Prepare list for thank you notices
- Financial reconciliation
- Prepare post-event performance review
- Report results to senior management
- Share your photos on social media #i4pl