



HELPING COMMUNITIES HAVE DIFFICULT CONVERSATIONS

EVENT-DAY CHECKLIST

Today is about connection.

The planning is done. Now your job is to create a welcoming,
organized environment where people can learn and connect.

BEFORE DOORS OPEN

- ☐ Venue unlocked
- ☐ Registration table ready
- ☐ Name tags ready
- ☐ Workshop rooms labelled
- ☐ Workshop rotation lists printed
- ☐ Signs posted
- ☐ Community booths set up
- ☐ Speakers welcomed
- ☐ Speaker materials ready
- ☐ Food/refreshments set up
- ☐ Children's/youth activities ready
- ☐ Accessibility needs confirmed
- ☐ Quiet/private space identified
- ☐ Crisis/referral resources available
- ☐ Door prizes ready
- ☐ Photography/recording arrangements confirmed





Event day checklist con'd

WHEN PEOPLE ARRIVE

- ☐ Welcome attendees
- ☐ Check registration
- ☐ Provide name tag
- ☐ Give workshop rotation information
- ☐ Explain where to go
- ☐ Point out community booths
- ☐ Explain food/children's activities
- ☐ Answer questions

DURING WORKSHOPS

- ☐ Keep sessions on time
- ☐ Give transition reminders
- ☐ Direct groups to the next room
- ☐ Check that speakers have what they need
- ☐ Have someone available to assist attendees
- ☐ Watch for anyone who may need a quiet space or additional support





Event day checklist con'd

CLOSING

- ☐ Thank presenters
- ☐ Thank community partners
- ☐ Thank volunteers
- ☐ Thank sponsors/donors
- ☐ Invite attendees to complete feedback
- ☐ Announce door prizes
- ☐ Share information about future resources/events
- ☐ Make sure attendees know where they can find additional help

AFTER THE EVENT

- ☐ Clean up
- ☐ Return borrowed equipment
- ☐ Thank volunteers
- ☐ Thank speakers
- ☐ Thank sponsors/partners
- ☐ Follow up with attendees if appropriate
- ☐ Review feedback
- ☐ Record what worked
- ☐ Record what should change next time

The conversation doesn't have to end when the evening does.

