

## Forum Planning Task List

TASK	PERSON(S) RESPONSIBLE	DUE DATE	NOTES
<b>Invitation</b>	<b>Lead:</b>		
List of Invitees with email addresses			
Save the Date Email			
Content of Invitation			
Distribute Invite			
Collect RSVPs			
Send Reminder			
<b>Program</b>	<b>Lead:</b>		
Press Release			
Content			
Speakers/presenters (contact, invite, confirm)			
Breakout sessions			
Schedule/Agenda for the day			
<b>Conference Packet</b>	<b>Lead:</b>		
Folder for packets			
Develop and Finalize Content			
Produce materials			
Assemble packets			
Evaluation of Forum			
<b>Registration</b>	<b>Lead:</b>		
List of RSVPs			

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Name Tags			
Blank Sign in sheets			
Pre printed check in sheets			
Pens/Markers			
Packet Distribution			
<b>Break-Out Sessions</b>	<b>Lead:</b>		
Pre-Forum training for facilitators			
Assign Facilitator and scribe			
Blank Sign in sheets			
Room Set-up			
Room Take-down			
<b>Equipment/Supplies</b>	<b>Lead:</b>		
Podium and Microphone			
Projector Screen, OHead projector, LCD, Laptop			
Extension Cords			
Trash cans and bags			
Flip charts, Easels			
Post it notes/Dots			
Masking tape			
Pens/Markers			
Video			
Press Conf Posters			

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TASK	PERSON(S) RESPONSIBLE	DUE DATE	NOTES
<b>Roles/Staffing</b>	<b>Lead:</b>		
Press contact			
Facilitators/presenters			
Speakers			
Troubleshooting			
Volunteer Supervisor			
Scribes			
Registration			
Set-up/Take Down			
<b>Set up/Take Down</b>	<b>Lead:</b>		
Access to site			
Set-up (each area)			
To do list for each room/activity			
Sketch of room set up			
<b>Staff and Volunteers</b>	<b>Lead:</b>		
Identify and Recruit			
<b>Signs</b>	<b>Lead:</b>		
Map of Bldg			
Parking signs			
Directions to conference room			
Signs for each breakout session			

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TASK	PERSON(S) RESPONSIBLE	DUE DATE	NOTES
<b>Food &amp; Drinks</b>	<b>Lead:</b>		
Funded or Donated			
Supply Inventory and meal schedule			
Status of food : What, When, Who			
Status of Equipment: What, When, Who			
Pick up			
Set up			
Clean up			
<b>Post-Retreat Assignments</b>	<b>Lead:</b>		
Summary of breakouts			
Thank you notes			