

Design Worksheet #1

Logistics checklist



NATIONAL DROUGHT
MITIGATION CENTER
UNIVERSITY OF NEBRASKA

Use this worksheet to track and check off the tasks associated with logistics needs for your exercise. When completing this worksheet, keep in mind that not all of the items on the lists may apply to your exercise, and that you may need to add some additional tasks to the list as well.

Exercise title		Date	
Projected number of attendees		Location	

Phase	Task	Person responsible	Completion date
Foundation	Identify and meet with partners		
	Identify potential funding sources and resources		
	Set goals and objectives		
	<i>Other</i>		
	<i>Other</i>		
	<i>Other</i>		
Planning	Select an exercise type		
	Develop a budget and track costs		
	Identify working groups		
	<i>Other</i>		
	<i>Other</i>		
	<i>Other</i>		

Phase	Task	Person responsible	Completion date
Design	Identify event date		
	Develop participant list		
	Send "save the dates" to participants and partners		
	Send participant invitations		
	Create a spreadsheet to track participant responses and contact information		
	Research and reserve venue		
	Make arrangements for venue set up and audiovisual needs		
	Identify and record venue contact for the day of the event		
	Research and plan catering		
	Identify and record catering contact for the day of the event		
	Create a draft "public" agenda		
	Create a detailed process agenda for the development team and facilitators		
	Prepare list of needed supplies (flip charts, easels, markers, name badges, laser pointer, laptop to be used at event, sticky notes agenda, etc.)		
	Create a list of needed materials (sign-in sheets, agendas, handouts, etc.)		
	Arrange who will bring materials and supplies to the event		
	<i>Other</i>		
	<i>Other</i>		
	<i>Other</i>		

Phase	Task	Person responsible	Completion date
Implementation (Day of the event)	Arrive early to arrange space		
	Touch base with venue and AV contacts		
	Set up and test equipment		
	Set up the registration table		
	Identify space for refreshments/ catering		
	Check lighting and room temperature		
	Identify locations of emergency exits, restrooms, etc.		
	Post instructions for internet access		
	Distribute and collect evaluation materials		
	Collect notes and output from facilitated activities		
	<i>Other</i>		
	<i>Other</i>		
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	<i>Other</i>		
	<i>Other</i>		
	<i>Other</i>		

Phase	Task	Person responsible	Completion date
Implementation (Follow up)	Debrief with the development team to discuss outcomes and next steps		
	Follow-up with facilitators		
	Send a follow-up email to participants, thanking them for their participation, summarizing the event, and asking for additional feedback		
	Aggregate your notes		
	Set a timeline for remaining activities (evaluation, report writing, planning next steps, etc.)		
	Pay caterer, venue, and any other outstanding balances		
	<i>Other</i>		
	<i>Other</i>		
	<i>Other</i>		

Phase	Task	Person responsible	Completion date
Impact (Follow up)	Work with evaluator to schedule and collect additional evaluation data (if applicable).		
	Obtain and review evaluation findings from the evaluator.		
	Coordinate with the development team to outline a final report.		
	Share lessons learned.		
	<i>Other</i>		
	<i>Other</i>		
	<i>Other</i>		