



Your Name _____

Event Name _____

Event Date _____

EVENT PREPARATION & PLANNING WORKSHEET

BEFORE THE EVENT

Ready to Go

1. What is your purpose for having this event? What is the possibility you want to co-create?
2. Who will help you plan it?
3. Who is the convener? Who is the facilitator?
4. Are there other stakeholders to be considered?
5. How will you learn about the other stakeholders' interests?

Engage Your Group

1. Who are the invitees? What are the criteria for whom to invite? Who decides?
2. How will you learn what the invitees interests are?
3. Who will extend the invitation? How? Will a reminder be sent? How?
4. What information and/or links will be given with the invitation?

AT THE EVENT

Ready to Go

1. How will the room be set up? Who will be doing that?
2. What supplies will be needed? Who will take care of that?
3. Who is filling the needed roles: Convener, Facilitator, Speakers, Recorders, Timekeepers, etc.
4. Who will be the greeters?
5. What information, or charts, will needed?

Engage Your Group

1. Who will do the opening? What will be included?
2. Will you be introducing guidelines? Which ones? How?
3. Will you have the group agree on their decision making method? How?

Cook the Conversation

1. What questions will you have the group discuss?
2. What processes will you use?

Integrate the Ideas

1. What key phrases, questions, or process will you use to determine common themes?
2. How will you acknowledge and celebrate what the group has co-created?

Plan the Action

1. What format will you use to capture the data during the event?
2. Who will prepare the summary document?

End with Clarity

1. Who will prepare the summary document, or how will you arrange for that?
2. What will the closing question be?