Logistics Checklist   Use a checklist like the following to keep track of planning & implementation logistics.

Initial Planning		
Task	**Date Completed**	**Comment**
Identify Instructor		
Confirm Instructor		
Share module materials with instructor		
Select program date		
Set program start and end times		
Order space		
Order audio/visual equipment		
Order food		
Pre-program Planning		
Create and distribute announcement of programs		
Collect registrations		
Copy materials for participants		
Review module with instructor		
Post-program Follow-up		
Collect completed materials from instructor		
Solicit verbal feedback from instructor and participants		