

**PROGRAM
PLANNING
CHECKLIST**

	Date confirmed	Person in charge	Comments
Name of program			
Theme			
Date			
Location			
Time			
Security arranged (if necessary):			
Type of audience (students, faculty, general public, etc.)			
Guest list (or open to public)			
Invitations sent (mail or electronically)			
# RSVPs received			
Publicity or marketing			
sign posted in library			
monthly newsletter			
special flyer			
local media notified and/or invited			
posted on web page (library and/or embassy)			
other:			
Speaker confirmed			
Meet and greet speaker			
Introduce speaker/moderate			
Equipment needed:			
Computer			

Projector			
White board or flip chart			
Microphone			
Digital Camera, fully charged			
Photographer			
Video or DVD player			
Resources needed to support program			
Handouts			
Books, pamphlets, articles			
Other supplies:			
Refreshments:			
Food			
Drinks			
Utensils needed			
Serve and clean up			

