

## Engagement Event Set-Up Checklist

<b>Event Overview</b>		
<b>Event type</b> (Open House, Focus Groups, World Café, Open Space Technology, etc.)		<b>Consider:</b> - Is this format appropriate to get the information you need from the identified stakeholders?
<b>Date(s) &amp; time(s)</b>		<b>Consider:</b> - Are there other City events on that date? - Is there time to prepare materials and send invites?
<b>Location(s)</b> (Should be fully accessible <i>and</i> on bus route)		<b>Consider:</b> - Are break-out rooms needed? - Is this a fully accessible venue for someone using a wheelchair or scooter? - Can they provide tables and chairs? Flip charts? Audio/visual equipment? Screen? - Can they provide refreshments or is there a space to prepare and serve refreshments if desired? - What is the format of the event? Is there enough room for the activities? (e.g. small group vs. whole group activities) - Are wall space and surfaces suitable for posting meeting documents?
<b>Expected</b> number of attendees		<b>Consider:</b> - The venue and format of the meetings should be appropriate for the number of participants.
<b>Facilitator</b> (Should be seen as neutral with no vested interests in outcome of meeting)		<b>Consider:</b> - Is this a contentious issue? - Are City employees perceived to be biased? - City employees who provide technical information should not have dual role of facilitator.
<b>Refreshments</b> (Participants will appreciate something hot to drink!)		<b>Consider:</b> - Is this event held during lunch or dinner time? - Coffee & Tea are helpful for early morning meetings!
<b>Accommodation</b> (Contact the City's Accessibility Coordinator at ext. 2670)		<b>Consider:</b> - Ask if participants require accommodations when they register for the event. - Ensure accommodation needs are noted elsewhere in the checklist e.g.: equipment, dietary, location etc.
<b>Equipment</b> (Consider finding a venue that supplies audio visual equipment)		<b>Consider:</b> - Do you need a P.A. system (microphone, amplifier and speakers)? - Do you need a projector and screens? Do you have equipment needs to accommodate any participant needs? E.g. To accommodate individuals with hearing issues, you will need facilitators and presenters to use a microphone.

<b>To be done well in advance of event</b>				
<b>To Do</b>	<b>Details</b>	<b>Person Responsible</b>	<b>Due</b>	<b>Status</b>
Book venue				
Secure facilitator/chair				
Book furniture & equipment (chairs, tables, projector, screen, audio system, etc.)				
Book Speakers (technical experts)				
Refreshments (?) (coffee, tea, water)				
Plan agenda				
Approve agenda				
Prepare materials - Registration - Hand Outs - Presentation - Information board(s) - Feedback form - Name tags (?) - Signs (?)				
Set-up registration Process (?) (E.g. Eventbrite.ca)				
Send out invitations (Ask if anyone requires accommodations!)				
<b>To be done the day before or on day of event</b>				
<b>To Do</b>	<b>Details</b>	<b>Person Responsible</b>	<b>Due</b>	<b>Status</b>
Bring materials & equipment to venue (Registration, hand-outs, projector, etc.)				
Set up venue (Audio visual equipment, move furniture, registration and refreshment tables, signs and boards, etc.)				
<b>To be done during and after the event</b>				
<b>To Do</b>	<b>Details</b>	<b>Person Responsible</b>	<b>Due</b>	<b>Status</b>
Registration table (agenda, sign in, name tags, etc.)				
Welcome participants				
Facilitate/chair event				
Collect feedback forms				
Note questions from participants				
Take equipment & materials back to office				
Clean up venue				
Process registration sheet				
Send follow up message to participants (thank you & link to get feedback on engagement)				