# Community Connect Event Logistics Checklist

**Please use the checklist to coordinate and plan for the event.**

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| **Pre-planning**  |
| **Tasks** | **Timeline**  | **Onsite**  | **Complete**  |
| Identify location | Upon date confirmation with DRCHSD staff and health care organization | Ensure room setup can be accomplished to safely accommodate your expected participants (i.e. faith-based centers, library, recreational center, schools) *Note:* *health care organization facilities are not recommended.* |  |
| Room setup | Upon date confirmation with DRCHSD staff and health care organization | Community Champion to ensure large flat walls are available for sticky walls, flipchart papers. Table arrangements conducive to conversation (See room setup example.) |  |
| Community Champion to secure screen projectors, plug-ins, appropriate cords, internet access.  |  |
| Determine if refreshments/lunch will be provided | 4 weeks prior to scheduled event. Include this information in your invite.  | If it will be provided during the event, include that information in your invitation and notify DRCHSD staff.If it will not be provided, advise participants to bring lunch or allow time to grab lunch during a break. |  |
| Identify and Invite Community Partners (REQUIRED) | 6 weeks prior | Use the letter template provided to you by DRCHSD staff to invite key community partners. Refer to your Circle of Involvement worksheet. Local reporter (HIGHLY SUGGESTED TO CREATE PRESS PRIOR TO AND FOLLOWING THE EVENT)Recommended no more than four to five health care organization (CEO, CFO, Director of Nursing, Quality Improvement Director, Marketing/Outreach Coordinator, etc.) participants. DRCHSD Program requires health care organization leadership to attend community care coordination activities.  |  |
| Track Community Partners, & health care organization RSVPs  | Continuously track. | Track a list of participants using the RSVP form provided to you by DRCHSD staff.  |  |
| Send calendar invite to confirmed participants (Community Partners and health care organization staff).  | Complete this step as soon as confirmation is provided. | Send calendar invite (created by DRCHSD staff) to confirmed partners and health care organization/leadership and management. **The invitation should include meeting location and other key details.**Send the final RSVP tracking list two week prior to the workshop to DRCHSD staff.  |  |
| Coordinate with health care organization Teams to Prepare Materials  | Complete this step **a minimum** of two-weeks prior to workshop. | * CEO Welcome and Introduction
* Health care organization presentation - refer to presentation template (provided by DRCHSD staff)
* Send final presentation(s) two weeks prior to the workshop to DRCHSD staff.
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| Coordinate Technical Logistics with Participants and Tech Support | Complete this step 1 week prior to workshop. | Connect with your location’s tech support team to confirm logistic needs (extension cords, screen projectors, projectors, plug-ins, internet access). Ensure a proper number of tables are provided. |  |
| Reminder Email to Confirmed Community Partners and Health care organization staff  | Complete this step three days prior to workshop. | Send reminder email (refer to template provided by DRCHSD staff) to confirmed partners and health care organization leadership and management. Highlight the location. |  |
| Reminder phone call to community partners that have not confirmed their attendance.  | Complete this step three days prior to workshop. | Call community partners that have not confirmed their attendance. Share the location. |  |
| Participate in DRCHSD logistics call | One week prior to the workshop | Community Champion is responsible for participating in logistics call with DRCHSD staff to confirm workshop details and preparation.  |  |
| Review and practice facilitation role | Upon receipt of facilitation script | DRCHSD staff will provide a script to prepare Community Champion for facilitation role. |  |

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| **Day of Workshop** |
| **Tasks** | **Onsite**  |
| Meet DRCHSD staff | Meet DRCHSD staff 60 minutes prior to the workshop at the designated location.  |
| Presentation Setup | Community Champion to set up equipment to project presentation onto a screen or blank wall.  |
| Prepare Refreshments (if applicable) | Set up refreshment tables.  |
| Welcome participants | Greet participants upon entrance and have them sign-in and create a name tag. |