# Community Connect Event Logistics Checklist

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

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| **Pre-planning** | | | | |
| **Tasks** | **Timeline** | **Virtual** | **Onsite** | **Complete** |
| Identify location | Upon date confirmation with DRCHSD staff and health care organization | **If virtual, DRCSHD staff will provide Zoom link.** | If onsite, 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 | Zoom (DRCHSD staff will setup the room) | Community Champion to ensure large flat wall for sticky walls, flipchart papers. Table arrangements conducive to conversation (See room setup example) |  |
| Community Champion to connect with partners and their health care organization’s leadership staff to ensure access to Zoom platform (i.e., desktop computer, tablet, laptop). Community Champions to ensure bandwidth capability to connect as well.  Community Champions strongly recommend health care organization participants join from individual workstations. | 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 in your invite. | Encourage participants to bring a snack and beverage. | 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. (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. **Invite should include Zoom link.**  Send the final RSVP tracking list one week prior to workshop to DRCHSD staff. | Send calendar invite (created by DRCHSD staff) to confirmed community partners and health care organization/ leadership and management. **Invite should include meeting location and other key details.**  Send the final RSVP tracking list one week prior to workshop to DRCHSD staff |  |
| Coordinate with health care organization Teams to Prepare Materials | Complete this step **a minimum** 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 workshop to DRCHSD staff | |  |
| Coordinate Technical Logistics with Participants and Tech Support | Complete this step 1 week prior to workshop. | Follow up with participants (health care organization and community partners) to ensure they have downloaded the Zoom application. | Connect with your location’s tech support team to confirm logistic needs (extension cords, screen projectors, projectors, plug-ins, internet access). Ensure proper number of tables are provided. |  |
| Reminder Email to confirmed community partners and health care organization | Complete this step three days prior to workshop. | Send reminder email (refer to template provided by DRCHSD staff) to confirmed community partners and health care organization leadership and management. Highlight the location (in-person physical address or Zoom link). | |  |
| 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 (in-person physical address or Zoom link). | |  |
| Participate in DRCHSD logistics call | One to two weeks 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** | **Virtual** | **Onsite** |
| Meet DRCHSD staff | Join Zoom meeting 30 minutes prior to workshop. | Meet DRCHSD staff 60 minutes prior to workshop at the designated location. |
| Presentation Setup | Community Champion to practice sharing screen for presentation. | Community Champion to setup equipment to project presentation onto a screen or blank wall. |
| Prepare Refreshments (if applicable) | N/A | Setup refreshment tables. |
| Welcome participants | Greet participants upon entrance into the Zoom meeting room. Ensure participants can use video and audio. | Greet participants upon entrance and have them sign-in and create a name tag |