



HSA workshop planning checklist

TASK	PERSON RESPONSIBLE	PROGRESS	NOTES	DEADLINE
Prepare an outline (template)		Not Started ▾		
Set up a budget		Not Started ▾		
Set up a separate email for the workshop		Not Started ▾		
Set up a dedicated workshop folder in drive		Not Started ▾		
Make a list of invitees (template)		Not Started ▾		
Make a list of speakers (template)		Not Started ▾		
Prepare a concept note for speakers		Not Started ▾		
Confirm the venue		Not Started ▾		
Approach speakers		Not Started ▾		

Organize comms materials (invite banners etc.)		Not Started ▾		
Set up a registration system for participants		Not Started ▾		
Draft an invitation email for participants		Not Started ▾		
Create a Zoom link		Not Started ▾		
Organize translation		Not Started ▾	Language Support and Logistics The Invisible Thread TINTA https://filinvisible.org diana.hdebenito@filinvisible.org Diana Harland de Benito (She/Her)	
Send out the invitations		Not Started ▾		
Promote the workshop on social media		Not Started ▾		
Draft an agenda for speakers and for the participants		Not Started ▾		
Send the agenda to speakers		Not Started ▾		

Collect speakers' bios and presentations		Not Started ▾		
Draft a run sheet		Not Started ▾		
Send out event reminders to participants		Not Started ▾		
Send the logistics message to participants (inspiration) + any relevant fact sheets etc.		Not Started ▾	Include the Acronym sheet	
Make a WhatsApp group for people involved in the workshop		Not Started ▾		
Send the logistics message to speakers (inspiration)		Not Started ▾		
Print out materials/factsheets		Not Started ▾		
Prepare a post workshop survey		Not Started ▾		
Analyze the survey and write down lessons learnt		Not Started ▾		