



Event Checklist



Solution Tree

Host Checklist to Ensure a Successful PLC at Work® LIVE Institute

BUILDING PREP

Communicate with the custodians to unlock doors prior to the start of the event.

Create a comfortable environment knowing your attendees will be seated for an extended period of time. Make sure the keynote room is large enough to accommodate all attendees. Auditoriums are a great option for this.

Be sure to have seven additional rooms each day for breakout sessions. Standard classrooms, set in theater style, are an option for this.

We recommend the facility allow a minimum of six feet between attendees to accommodate social distancing measures.

Ensure spaces are well air conditioned several hours in advance. We recommend a room temperature of approximately 72-74 degrees.

Be sure there is adequate signage for those unfamiliar with the area to find parking, the event rooms, and restrooms.

If you are providing lunch, let your attendees and staff know what food and/or beverages will be available during the event. Possibly provide menus and/or maps for those unfamiliar with the area if releasing attendees for lunch.

Make sure restrooms are unlocked, clean, stocked with supplies, and have proper signage. Have custodians prepare to restock facilities during sessions.

Be sure to have a designated staff member receiving logistics for any incoming shipments, if needed.

PRE-EVENT

Communicate with your school and staff. Share the event schedule with your principal, custodians, co-workers and A/V staff. Make sure everyone is aware the event is happening, including required setup time.

Communicate with your attendees the format of the event.

We have found that collaboration and engagement happen best when the participants from a school sit together with their principal.

Please communicate the start time. All sessions begin promptly each day to stay on schedule.

We recommend having hand sanitizer stations at the entrance/exit of each room.

Make sure to have a projector, a screen to accommodate room size, and the ability to play sound on the computer/speaker system. **Test your technology.**

You will need reliable internet with a speed of 3 Mbps upload/download or higher required.

Having supplemental materials (sticky notes, chart paper, markers) is encouraged.

Remind attendees of the three norms and expectations of your event: **be present, be engaged, and be respectful.**

DURING EVENT

Make sure a qualified A/V person is present throughout the entire event.

Recording of any kind is prohibited.

Discourage phone calls, texting, and side conversations as these are distracting during the event.

Encourage your staff/participants to complete evaluations. We value your feedback.

