

## EVENT CHECKLIST

Item	Done √
Selected a venue	
Developed room layout for event day at venue	
Access to audio visual equipment for presentation	
Identified promotion materials and channels (e.g., posters, email, social media, etc.)	
Identified how you will track registrations (e.g., email RSVP, eventbrite, etc.)	
Identified materials you will need for the day of your event (e.g., attendance sheet, participant sign-in, directional signs, time cards, handouts)	
Recruited helpers for event day if needed (e.g., greeter, timekeeper)	
Practiced the presentation	
Reviewed additional resources in tool kit (infographics, brochures, FAQs, website)	
Tested audio visual equipment prior to presentation	
Informed guests of online feedback survey via website	
Sent evaluation form to Canadian Women's Heart Health Centre	