|  |  |  |
| --- | --- | --- |
| Event Name |  | |
| Event Logistics Lead |  |  |
| Facilitators |  | Amy Cell: 352-231-6968 |

# sessions

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Date** | **Time** | **Location** |
| Current State |  |  |  |
| Current State Analysis |  |  |  |
| Future State |  |  |  |
| Implementation Plan |  |  |  |

# Communications PLAN

|  |  |  |
| --- | --- | --- |
| **When** | **What** | **Done?** |
| 3 weeks out | Invitations to all sessions |  |
| 1 week prior to 1st event | send charter and session 1 agenda to all participants |  |
| After session 1 (ASAP) | send Current State Map to subject matter experts for approval |  |
| 1 week prior to session 2 | send finalized digital Current state map and session 2 agenda |  |
| As soon as available | send Analysis deliverable to participants |  |
| 1 week prior to session 3 | send session 3 agenda and attach all deliverables to date (just in case they don’t have them) |  |

# Event Needs

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Session 1**  **(Location)** | **Session 2**  **(Location)** | **Session 3**  **(Location)** | **Session 4**  **(Location)** |
| Event kit supplies\* (replenish as needed) |  |  |  |  |
| Audio/Visual Needs |  |  |  |  |
| Check-In Table Needed? | No |  |  |  |
| Room reservation time (**include** set-up/clean-up time) | 12-4:30 |  |  |  |
| Parking (lot reserved? code given?) Other? (rentals, etc) | Parking Permit Sent with Invitation | N/A |  |  |
| Refreshments (ordered, time of delivery, etc…) |  |  |  |  |

# Room set-up for each session

* Load ppt
* Check lights/technology
* Set-seats
* Put out sign in sheet
* Put out name-badges
* Set-Up mapping wall
* Post the map key (Action/what, How, Data – Decisions)
* Parking lot for pain points/opportunities for improvement
* “Kaizen Bursts” or Sprints? Other phrase or word we might want to use that can live on
* Ground rules poster

**Participant Engagement Opportunities**

* Ask someone to be pain point recorder
* Ask someone to be OFI recorder
* Ask someone to be parking lot recorder for Sprints or future projects

# Event kit supplies

**Markers/Pens:**

* Flip chart markers (9 – 4 black, 2 blue, 1 each of brown, purple, orange, red, green)
* Large dry erase markers (12, one each of black, red, blue, green, pink, orange, maroon, purple, brown, hot pink, neon green and light blue)
* Small dry erase markers (10 – 2 of each color: black, green, purple, red and blue)
* Small black sharpies (6)
* 12 bic pens

**Post its:**

* Small post its (5, various colors)
* Medium post its (8, various colors)
* Large post its (6x8) (8, 2 each of orange, pink, green and yellow)

**Charting paper:**

* White large post its
* White board paper

**Misc:**

* Pain point flags (3)
* Scissors (1 pair)
* Masking tape (1 roll)
* Extra name badges (6)
* Candy
* Scratch paper

**Event specific items:**

* Project charter
* Agenda for session
* Sign-in sheet
* Introduction presentation talking points/notes
* Introduction training on thumb drive
* Completed Event Planning Worksheet (including room set-up notes)