

Lesson 4: Logistical Planning Checklist

- How many women will you plan for? (how many books will you order, how many copies do you need and how many chairs will be set up?)
- Who makes copies of the handouts?
- Do you want or need women to register? (where or how?)
- If women invite others how will they share the details?
- Who will unlock the door and turn on the lights? (then lock-up, etc.)
- Who else will be in the building? (will the outside door be locked?)
- Does someone need to shovel the sidewalk? (and where is the shovel?)
- Will someone need to adjust the thermostat? (how do you do that?)
- Does someone need to make coffee and then clean the coffee pot? (where are those supplies? Do you need to bring your own coffee/filters/k-cups?)
- Will there be snacks? (who does that—and did they plan for dietary needs?) Some women use a “traveling plate” that someone takes home and brings back with treats. Then it goes home with someone else.
- Will there be tables to wipe down? (just wiped or sanitized?)
- Will there be children who need day care or items to play with? (who gets those and puts them away?)
- Will you need name tags? (don’t forget a good marker or pen!)
- How will you get a list of the contact information for women who attend? (you’ll want this for changes due to emergencies or weather)
- What is the expectation for how tidy the room should be when you’re done? (Avoid frustration by making sure you know the answer to this)