**Program Development Planning list**

Who is my audience?

What is the question I’m answering? The need/s I’m addressing?

What’s my budget?

How do I know that these are the right questions or needs (aka what’s in my needs assessment?)

Could I have partners? If so, who? How will they win in this collaboration? (win-win)

What will my learners need to know? When will they need to know it?

How are my learners going to learn best? aka Format.

How will I model active learning techniques?

What neuroscience-of-learning principles apply throughout?

Have I included my neuro-diverse faculty? Designed according to principles of UDL?

What techniques have I used to make this learning stick?

Bringing in an outside presenter/s?

**Basics:**

Publicizing demands: who? What? When? Where? Why?

Advance notice? Follow-up?

**Program Tasks:**

◊   Check calendar for holiday observance conflict (avoid scheduling on Rosh Hashanah or Diwali for example). Academic conflicts. Additional conflicts (your vacation).

◊ Where am I keeping all of this information? One place. One label.

◊ Room/s reserved

◊ Registration/sign-in plan?

◊ VIPs? Invited? Coming? Adjustments needed?

◊ Event assessment plan?

◊ Communication plan

◊ Beverages?

◊ Food?

◊ Asked about food needs and preferences?

◊ Snacks?

◊ Designed for/asked about accommodations?

◊ Handouts?

◊ Supplies?

**Outside Presenter/s:**

◊ Travel arrangements

◊ Hotel arrangements

◊ Handouts?

◊ Supplies?

◊ Event assessment?