



Plan your in-person network-building convening

1. Identify a date for your network-building convening.
2. Use the checklist to review the tasks that need to be done week by week. Fill in target dates by counting back from your potential convening date. Write any notes or questions for follow-up.

Date of in-person network-building convening: _____

DATE	TIMING	TASK	NOTES
_____	12 weeks prior	Identify steering committee members Identify potential stakeholders to invite Start regular planning meetings with steering committee, including other stakeholders as needed	
_____	8 weeks prior	Draft event brief/agenda Confirm venue Confirm date(s) Brainstorm potential speakers and how to contact them	
_____	6 weeks prior	Confirm invitation list Consider refreshments Send "Save the Date" email Begin brainstorming interactive session exercises	
_____	4-6 weeks prior	Finalize agenda/speakers Develop presentation materials in concert with presenters	
_____	4 weeks prior	Set up webinar platform if needed Circulate invitation (with agenda if able) Review session details and plan room set-up	
_____	3 weeks prior	Gather needed on-site materials	

DATE	TIMING	TASK	NOTES
_____	2 weeks prior	Host pre-convening meeting(s) to ensure speakers, presenters, and planners are familiar with all meeting details and plans Confirm details including internal and external agendas, room set-up, directions, parking, refreshments, etc.	
_____	1 week prior	Send one-week reminder email Review RSVPs and consider seating Gather refreshments/supplies Confirm date & time with speakers Request presentation materials from speakers (PowerPoint, etc.) Print agendas and handouts Ship materials as needed Exchange mobile numbers among steering committee	
_____	2 days before	Send final reminder email Host final walk-through meeting to review all event details with steering committee	
_____	Day of event	Collect feedback via participant survey	

After the convening

DATE	TIMING	TASK	NOTES
_____	2 days after	Send thank you email to attendees	
_____	1 week after	Develop convening readout	
_____	1 week after	Send thank you notes to presenters and key stakeholders	
_____	2 weeks after	Distribute convening readout among steering committee and establish plan for network sustainability	