



Plan your virtual network-building convening

1. Identify a date for your virtual 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 virtual 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 Brainstorm technology needs Confirm date(s) Brainstorm potential speakers and how to contact them	
_____	6 weeks prior	Confirm invitation list Send "Save the Date" email Begin brainstorming interactive session activities	
_____	5 weeks prior	Finalize agenda/speakers Develop presentation materials in concert with presenters	
_____	4 weeks prior	Set up webinar platform Circulate invitation (with agenda, if possible)	

DATE	TIMING	TASK	NOTES
_____	2 weeks prior	Host technology test session(s) to ensure speakers and presenters are familiar with the webinar functions and event plans	
_____	1 week prior	Send one-week reminder email Confirm date & time with speakers Finalize presentation materials with speakers (PowerPoint, etc.) Exchange mobile numbers among steering committee	
_____	2 days prior	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	