LOFT's Checklist to Hosting Professional Learning

- ⬤ Determine your Event Date(s)
- ⬤ Room Reservations & Platform
- ⬤ Request Flex Credit
- ⬤ Registration
- ⬤ Promotion
- ⬤ Catering Arrangements
- ⬤ Arrange Parking Permits
- ⬤ Campus Maps
- ⬤ Interpreting Services
- ⬤ Photography
- ⬤ Registration Confirmation & Closing
- ⬤ Workshop/Event Preparation
- ⭐ Event Facilitation
- ⬤ Feedback Collection & Reflection
- ⬤ Post-Event Sharing

Checking Off Success

Use this checklist alongside the *LOFT Guide to Hosting Professional Learning* which provides additional links and details for each step.

QR code opens LOFT's Guide to Hosting Professional Learning.