



## PROGRAM DAY CHECKLIST

Please review this checklist periodically while planning your Program Day. This is not an exhaustive list of considerations, but your program day will be a success if you consider/complete the following:

### Planning:

- Have you met with your mentor?
- Have you developed an agenda that offers the cohort a solid overview of the sector you are exploring?
- Have you considered travel logistics including the time involved, carpooling vs. driving separately, weather conditions?
- Have you given thought to what attire would be most appropriate for the day you are planning? Some tours may require sturdy footwear, others may require warm clothing.

### Speakers/Tours:

- Have you contacted potential speakers/tour sites? Have you addressed/communicated the following:
  - The role you would like the person/business to play/what topics you want them to address? If you have specific questions, have you provided them so your speaker can prepare?
  - The time you have allocated to their speech/tour? The importance of remaining on schedule?
  - The number of people who will be in your group? (If you are touring a loud location, smaller tour groups might make it easier to hear presenters.)
  - Your team's contact information if something changes?
- Have you confirmed with your speakers using the form letter provided by Leadership Cattaraugus?
- Have you prepared a list of questions that members of your team might ask if a presentation goes off track or there is little interaction from the class?
- Do you have a system for alerting presenters when their time is almost up? Have you communicated that to you speaker?

### Refreshments:

- How are you building breaks (including lunch) into your day? How much time will you allocate for meals/snacks?
- How many people are you planning for? How many servings/portions will you need?
- Have you considered dietary restrictions/preferences?

- If having a meal catered, what will be offered? What time will it be delivered? What time will remaining food, etc. be picked up? Does a member of your team need to be present? Will utensils etc. be provided? What are the payment arrangements?
- If you are traveling – will you provide snacks “on the road?” Who will transport them? Where will they be set up? Do you need coolers?
- Have you planned to provide beverages for speakers?

**Additional considerations:**

- Have you planned ice breaker activities?
- Does your schedule balance “seat” time and active time? If you are spending a large part of the day seated, have you planned quick activities to give the class the opportunity to move around a little?
- Do you have brief activities that you can do in the event of an unexpected gap in your program day?
- Do you have backup plans if a speaker cancels at the last minute?
- Do you have contact information for all of your speakers/scheduled tours so that you can reach someone in the event of a problem? Do speakers have your contact information so that they can reach you?