	Days Prior	Immediately Before Kick-Off		
Setup for Auditorium Components of Kick-Off	*test projector *test microphones ***create documents/graphs that will be projected on large screen** (see "docs" tab) *create baskets/bowls etc that guests can leave each type of form in as they leave the forum (? Or collected by hand by DoA/Capstone)	*Arrange extra chairs *Table for placing prioritization cards in front of room (?) *Set up projector *Set up microphone *Capstone Team and My Linh Luong have presentations loaded and make sure other documents/graphs to be projected on large screen are accessible	*chairs *projector *microphone *all presentation slides and other documents that will be projected on large screen *baskets/bowls for guests to leave each completed form (? Or collected by hand)	*How many chairs? *Where should speakers sit/stand before/during/after speaking *What docs will be needed to be placed on projector throughout forum (see "docs" tab) *Should we create speaking points for speaker of large group prioritization activity? Or notes for other speakers? *Should formative research topics (and new topics that will be added after small group discussions) be projected on large screen only (no more butcher block paper/ foam board? (i'm thinking only projector since we're not using dots) *Do we want guests to put eval/work group interest forms in baskets as they leave or do we want to have them personally collected by DoA and Capstone?
Setup for Courtyard Components of Kick-Off	*purchase materials ***create MAP sign-in packet documents** (see "docs" tab) *print MAP packet documents and put together ***place stickers/draw symbols on blank name tags that match designated breakout room** *print "signs" with breakout room symbols to direct ppl to correct location (? Random idea I have no attachment to)	*Take down table tennis tables (anything else?) *Set up sign-in table(s) - name tags and MAP packets *Set up food table: napkins; food/drinks: unsweet iced tea, crackers and cheese, fruit, cookies, (?) *Place "signs" directing ppl to small group breakout rooms in appropriate places (?)	*tables *attendance sheets, name tags, markers, stickers (?), MAP packets *trash cans/bags *food, napkins, plates, cups, eating utensils (?) *breakout room direction signs (?)	*Where/how tables will be set-up? -Where/how will people eat? Standing? *Determine what documents will be in MAP sign-in packets (see "docs" tab) and if it will really be a packet, folder, loose ppr, etc * Details of name-tag system -Making it very very simple for ppl to find small group rooms -stickers or draw on name tag with markers? *How much/exact kind of food, plates, etc needed
Setup for Breakout Room+ Component of Kick-Off +Great hall [gym/ cafeteria], Café, Conference Room, Ash, Birch, Dogwood, Outdoor patio (?), Auditorium (?), Courtyard (?)	***Create document packet for facilitators** (see "doc" tab) *Briefly train staff/facilitators -create brief training agenda *Create sign matching breakout room symbol for each group *Flip chart with list of primary topics found in formative research (?) and blank pages for brainstorming	*Arrange tables and chairs (how many); -*great hall* : four tables, one in each corner *Set up flip chart -list of primary formative research topic areas on that stand or elsewhere or not at all (?) *If decided that any writing utensils and paper will be used by community during small groups, have it available on table *Place very visible signs with symbols matching name-tags outside of the room *Ensure facilitators have all necessary materials	*tables and chairs *flip chart *markers *if any paper/writing utensils decided for small groups,	* How many chairs per table etc? * Is any writing going to be asked of community members during small groups (probably not, right)? IF so, should those forms/papers be found in sign-in packet? or should they be waiting in breakout rooms on tables? *Do we need list of primary topics found in primary research written on first page of flip chart (as well as in packet?)