

Checklist for Running a Seminar

	1. Develop a manual for the program.	Notes
	<ul style="list-style-type: none"> • Slides/Transparencies 	
	<ul style="list-style-type: none"> • Notes 	
	<ul style="list-style-type: none"> • Reference materials 	
	<ul style="list-style-type: none"> • Activity guidelines 	
	<ul style="list-style-type: none"> • Discussion questions 	
	2. Develop the teaching aides	
	<ul style="list-style-type: none"> • Powerpoint 	
	<ul style="list-style-type: none"> • Handouts 	
	<ul style="list-style-type: none"> • Materials required for learning activities 	
	<ul style="list-style-type: none"> • Audio-visual materials 	
	<ul style="list-style-type: none"> • Samples/Models/Exhibits 	
	<ul style="list-style-type: none"> • Stationery 	
	3. Publicity	
	<ul style="list-style-type: none"> • Handouts/Leaflets 	
	<ul style="list-style-type: none"> • Posters 	
	<ul style="list-style-type: none"> • Press Releases 	
	<ul style="list-style-type: none"> • Contact details for local newspaper 	
	<ul style="list-style-type: none"> • Contact details for local radio 	
	<ul style="list-style-type: none"> • Contact details for local TV 	
	<ul style="list-style-type: none"> • Contact details for local school newsletter 	
	4. Organize Venue	
	<ul style="list-style-type: none"> • Capacity 	
	<ul style="list-style-type: none"> • Seating configuration options 	
	<ul style="list-style-type: none"> • Climate Control 	
	<ul style="list-style-type: none"> • Multimedia projector 	
	<ul style="list-style-type: none"> • Screen 	
	<ul style="list-style-type: none"> • Whiteboard/Blackboard 	
	<ul style="list-style-type: none"> • Pinboard 	
	<ul style="list-style-type: none"> • Catering facilities 	
	<ul style="list-style-type: none"> • Caterer 	
	<ul style="list-style-type: none"> • Fee 	
	<ul style="list-style-type: none"> • Keys & security 	
	<ul style="list-style-type: none"> • Staffing/Helpers 	