

Gathering Outline

(Organiser, Place, Date)

a) Name/ Contact Details of Person in charge	
b) Title of Planned Event	
<i>The Larger Process</i>	
c) Please describe briefly the larger process, that this particular event is part of	
d) Event Impact: If you're looking back from 6-12 months after the event, what do you want to see happening after the event?	
e) Agreements: What would you want participants to have agreed & committed to at the event end?	
<i>Follow-up</i>	
f) What will happen as follow-up activities in the 12 months after the event?	
g) Behavioural change: What behaviour (observable actions) do you want participants to actively undertake in the implementation of agreements?	
h) Evaluation: After 12 months, what criteria will you use to assess whether the event has been successful/worth the effort and money?	

How far have you already progressed in your preparation work?

Please tick the items you have already done (at least to a significant part)

- | <input checked="" type="checkbox"/> Planning Step | What Have You Already Undertaken in this Regard? |
|--|---|
| <input type="checkbox"/> 1. General Idea | |
| <input type="checkbox"/> 2. Event impact clearly formulated (cf. points f) and g) above) | |
| <input type="checkbox"/> 3. Concept Note exists | |
| <input type="checkbox"/> 4. Workshop target audience/ participants defined | |
| <input type="checkbox"/> 5. Agenda Draft exists | |
| <input type="checkbox"/> 6. Resource persons invited | |
| <input type="checkbox"/> 7. Date set | |
| <input type="checkbox"/> 8. Venue identified | |
| <input type="checkbox"/> 9. Participants invitation sent out | |

Please don't worry if you haven't done much.

As a matter of fact, the less you have already done, the better!