

Gathering Outline (Organiser, Place, Date)

a) Name/ Contact Details of Person in charge				
b) Title of Planned Event				
The Larger Process				
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?				
Follow-up				
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? 				

The Event Itself				
Purpose In the larger context described above, what is the purpose of this particular event? Events have the secondary purpose of shared learning and building network. These are just means to the primary purposes!				
Secondary Purpose		Primary Purpose		
In order to create change, this event will help participants BUILD NETWORKS by:		Beyond that, which of the following primary purposes does the event have? (please tick) □ INNOVATE □ DEVELOP FORESIGHT □ INFLUENCE □ ALIGN & ACT □ OTHER		
		which it will do by:		
and SHARE LEARNING by:				
		Its purpose will <u>not</u> include:		
 Outputs: Which expected outputs of the event will serve this outcome best? 				
 j) Kind of event: A training, a change workshop, a teambuilding workshop, a strategy workshop, a conference? 				
 k) Date & Place: When is it scheduled for? Duration of the event? Where? 				
 Participants: Who will participate in the event? How many persons, which institutions, what background? 				
m) What do they bring to the table?				
 n) What is their motivation to come? 				

How far have you already progressed in your preparation work?

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

\checkmark	Pla	anning Step	What Have You Already Undertaken in this Regard?
	1.	General Idea	
	2.	Event impact clearly formulated (cf. points f) and g) above)	
	3.	Concept Note exists	
	4.	Workshop target audience/ participants defined	
	5.	Agenda Draft exists	
	6.	Resource persons invited	
	7.	Date set	
	8.	Venue identified	
	9.	Participants invitation sent out	

Please don't worry if you haven't done much. As a matter of fact, the <u>less</u> you have already done, the <u>better</u>!