

SAMPLE LOGISTICS CHECKLIST & RUN OF SHOW



- ☐ Setup (1–4 PM) - _____ will begin setup at 1 PM
 - ☐ Run of Show for Committee Members (print- _____)
- ☐ Tech (D)
 - ☐ Screen
 - ☐ Sound/Mic
 - ☐ Wi-Fi
 - ☐ Projector
 - ☐ Audio/Speakers
- ☐ Childcare Room (R)
 - ☐ Childcare Forms (print-G)
 - ☐ Coloring Pages (print- G)
 - ☐ Chairs
 - ☐ Toys
 - ☐ Hand Sanitizer
 - ☐ First-Aid Kit
- ☐ Breakout Materials (R)
 - ☐ Community Agreements
 - ☐ Visioning Materials on Each Table
 - ☐ Markers
 - ☐ Tape
 - ☐ Paper
 - ☐ Exit Surveys on Each Table
 - ☐ Chairs
- ☐ Food Room (H)
 - ☐ Plates, Napkins, Utensils
 - ☐ Drinks/Water (Mikea)
 - ☐ Trash Can and Trash Bags
 - ☐ Salad and Pizza
 - ☐ Hand Sanitizer
- ☐ Main Room (D)
 - ☐ Chairs
 - ☐ Tables
- ☐ Videos (Several)
- ☐ Markers
- ☐ Tape
- ☐ Drawing Paper
- ☐ Timekeeper Paper (D/H)
- ☐ Gallery Walk Poster Board
- ☐ Chart Paper
- ☐ Mic, Screen, Projector, Audio/Speakers
- ☐ Wi-Fi Information
- ☐ Registration Table (G)
 - ☐ Name Tags
 - ☐ Volunteer Name Tags (D)
 - ☐ Sign-in Forms (collect-M)
 - ☐ Community Agreements One-Pager (print-G)
 - ☐ City-Budget Doc (print-C)
 - ☐ Hand Sanitizer
 - ☐ Exit Survey (collect-M) (print-G)
 - ☐ Pens
 - ☐ Colored Stickers
 - ☐ People's Assembly Handout (print-D)
 - ☐ People's Assembly Agenda (print-G) (design-D)
- ☐ Volunteers Arrive (4–5 PM) - M is contact
- ☐ Food Setup (4:30–5 PM) - Pizza delivered at 5:15 PM (H)
 - ☐ Food Servers - 3 Needed
 - ☐ Serving Utensils
 - ☐ Gloves
 - ☐ Paper Towels
 - ☐ Garbage Bags
- ☐ Registration (5–6:30 PM) - 4 Volunteers needed (G)
- ☐ Media (5:30–8 PM) - N
- ☐ Photographer (5:30–8 PM) - D

SAMPLE LOGISTICS CHECKLIST & RUN OF SHOW



Start time (Duration)	Item	Description	Responsible	Resources	Planning Questions
6 PM	Welcome & Opening Space	Welcome, introduce agenda, review agreements		Visual of Agreements Agenda	-Provide meeting agreements and overview of agenda (3 mins) - Short faith-based expression - Student videos (5 mins) - Lead attendees in visualization exercise (10 mins)
6:20 PM (30 mins)	Economic-Justice Gallery Walk	Participants break out to discuss their economic priorities, identify any other initiatives needed, and make		Chart paper with questions Facilitators for each station (M Coordinates) Timekeeper for each station (M Coordinates) Facilitator assistants for each room (1 per room) (M Coordinates)	-Audience breaks into 10 groups per program number or letter 5 groups (with numbers) go to community room-Start at station with corresponding number -Answer questions by brainstorming and rotating to next station when prompted by timekeeper (See full instructions and questions in notes below)
6:45 PM (35 mins)	How to Get Involved in Budget Decisions	Budget process (10 mins),		Overhead projector Sound system	-Frame & introduce CAO -Present on budget process -Introduction to participatory budgeting
7:20 PM (25 mins)	Synthesis & Next Steps	participatory budgeting (25 mins)		Sign-up sheets Synthesis questions (R Coordinates)	-Discuss in small groups at table for 10 minutes -Report back/large group discussion for 20 mins
7:50 PM (5 mins)		Report back from gallery and identify next steps with involvement		Scribe for events (TBD)	-R to identify facilitator -Mayor to provide remarks