

Checklist: Planning an Educational Session

The following is a facilitator planning sheet/checklist. You may find this helpful in developing and planning a *Cancer Clear & Simple* education session in your community.

Six weeks before session

- Identify audience.**

Audience: _____

- Plan session date, time and location.**

Date(s): _____

Time: _____

Identify and confirm location: _____

- Set final date for registration.**

Date: _____

- Disperse flyers.**

Location: _____

- If possible, meet with target audience to promote session and provide brief summary of session topics.**

Date, time and location: _____

Five weeks before session

- Advertise sessions.**

Venue for ads: _____

Four weeks before session

- Interview with radio DJ.**

Date, time and location: _____

- Meet with group.**

Date, time and location: _____

- Begin reviewing session materials.**

Three weeks before session

- Continue to review session materials.**

Two weeks before session

- Identify and organize interactive session activities (adapt as needed).**

Activities: _____

Supplies needed: _____

One week before session

- End registration.**

- Organize session materials.**

- Contact the local lead facilitator or other local facilitators with questions or concerns.**