

EVENT/Team:		DATE	PLACE:	
What (Activity) When and for how long	Why and What for (Goals)	How? Method	Whom?	With what? Materials-Resources

NOTES AND OBSERVATIONS:

1. **Translation and Interpretation:** (it is not just a matter of need it is about offering people the opportunity to participate in the language of their choice, it is about democratic principles)
 - a. Interpreters: (do we know their technical capacity? It is important to remember that some times bad interpretation is worst than not interpretation!)
 - b. Equipment: (earphones, transmitters, do they work in the room of your event?)
 - c. Translated Materials: Give enough advanced time (agenda, handouts, etc.)
2. **Accessibility for people with disabilities:**
 - a. Transportation?
 - b. Ramp?
 - c. Sign Language?
 - d. Participation in activities that require physical activity?
 - e. What else?
3. **Childcare:**
 - a. Who is in charge? (Paid or volunteers)
 - b. Program and educational resources according to our values (please don't just seat them in front of the TV!)
4. **Youth and elders leadership and participation;** It has to be designed and intentional, who is responsible?
5. **How are we going to integrate culture(s) as part of the event and process?** It can start with Songs, Music and Food but it has to go beyond this.
6. **Spirituality:** Are we going to have a moment to pray together? How are we going to do it in a way that respects the religious diversity of the group?
7. **How are we going to document our event/process?** Photos, video, interviews, etc.
8. **Tools for membership and volunteer recruitment?**
9. **News and invitations to future events:** We need to have a flyer ready
10. **Do we have a concrete action (letters, calls, petition, for people to sign)**
11. **Costs:** How much are we going to expend? Are we going to use the event to raise funds? Sell food or other stuff? (if we sell food let's make sure is healthy food and no sodas and junk food!)
12. **What else can you and your team can think of?**