

**Workforce Engagement Checklists**

- Presenter checklist
- Stall holder/stand checklist
- Event checklist

**Presenter Checklist**

Meeting/Event: Date Time Address – include any specific info re venue:			
Presenter: Contact number:		Support: Contact number:	
Presentation script required y/n			
Meeting contact: Name: Email: Telephone number:			
Audience – Numbers			
Any additional information re audience: i. High level engagement – professionals, health literate residents ii. Generic engagement – members of the public, ‘next door neighbour’, young people iii. Easy to understand engagement – LDD, advocacy groups, young people			
Equipment required	Laptop y/n	USB y/n	Clicker y/n
	Projector y/n	Sign in sheet y/n	Loop system y/n
	Printed presentation y/n	Feedback forms y/n	Freepost responses y/n
Additional	Flyers		

### **Stand Checklist**

Venue: Date: Time: Address:  Any specific info re venue/event:			
Name: Contact number:		Name: Contact number:	
Venue contact: Name: Email: Telephone:			
Any additional information re audience: i. High level engagement – professionals, health literate residents ii. Generic engagement – members of the public, 'next door neighbour', young people iii. Easy to understand engagement – LDD, advocacy groups, young people			
Equipment required	Display board y/n	Table y/n	Table cloths y/n
	Pop up stands y/n	Pens y/n	Bags y/n
			Questionnaires y/n
Additional	Flyers	Merchandise	

### Event Organisation Checklist

Meeting: Event/Date/Time/address – include any specific info re venue			
Check re disabled access/parking			
Presenter: Contact number: Presentation script required y/n		Support: Contact number:	
Venue contact: Name/email/tel			
Audience - Numbers			
Any additional information re audience: i. High level engagement – professionals, health literate residents ii. Generic engagement – members of the public, ‘next door neighbour’, young people iii. Easy to understand engagement – LDD, advocacy groups, young people			
Equipment required	Laptop y/n	USB y/n	Clicker y/n
	Projector y/n	Sign in sheet y/n	Loop system y/n
	Printed presentation y/n	Feedback forms y/n	Freepost responses y/n
Pennine Plan	Full document	Easy read	Plan on a page
Additional			
Flyers	y/n	Blue tac	y/n
Marker Pens	y/n	Sellotape	y/n
Flip chart paper	y/n	Post it notes	y/n
Table cloths	y/n		
Refreshments	Tea		
	Coffee		
	Sugar		
	Sweetner		
	Milk		
	Juice		
	Water		
	Spoons		
	Cups		
	Jugs Hot/cold		
	Bowls		
	Sweets		
	Fruit		
Biscuits			