

CREATE Forum Event Preparation Checklist

- CREATE Forum Invitation Template
- Supplies:
 - Flip Chart Paper
 - Easel Stands
 - Markers
 - Pens / Pencils
 - Note Pads / Paper
 - Timer
 - Tables / Chairs (round tables are recommended to facilitate group discussion)
 - Computer / Projector / Screen (for CREATE Forum PowerPoint Presentation)
 - Food / Refreshments (optional)
- CREATE Forum Event Assistants
 - Table / Breakout Room Facilitators (as needed based on # of tables / # of attendees)
 - Scribe / Note Taker for each Table / Breakout Room (as needed)
 - Small Team to synthesize Group discussion report summaries in between rounds
- CREATE Forum Resource Listing Wall Template (in an appropriate format for the meeting venue)
- CREATE Forum PowerPoint Presentation
- CREATE BRIDGES Curriculum Module: CREATE Forum
- CREATE Forum Sign in Sheet (or link)
- CREATE Forum Evaluation (or link)
- CREATE BRIDGES Future Involvement Sign Up Sheet (or link)
- CREATE Forum Table (or Breakout Room) Facilitator Discussion Questions page for slide titled “Why do CREATE Sector businesses matter?”
- CREATE Forum Program Lead Evaluation checklist
- Photo Release Forms (optional, as required by your entity/organization)
- Breakout Rooms if hosting via Zoom
 - Set up in advance – test process ahead of live session
 - When possible, group people from different counties, backgrounds, etc – rather than grouping people together that already know one another or live in the same county