



# Write This Down.

Few new member programs are well documented, and as a result there is a tendency to forget, lose and change the program over time. Write down every detail of how each activity should take place in order to be well prepared, stay organized, and preserve the quality of your program. Use the worksheet below to help you develop a lesson plan for each and every activity included in your program.

## Goals

At the end of the session, members will...

Feel...

Know...

Do...

Achieve...

## Setup

<p><b><u>Format</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Online</li> <li><input type="checkbox"/> Workshop</li> <li><input type="checkbox"/> Retreat</li> <li><input type="checkbox"/> Keynote</li> <li><input type="checkbox"/> Meeting</li> <li><input type="checkbox"/> Poster</li> <li><input type="checkbox"/> Manual</li> <li><input type="checkbox"/> Podcast</li> <li><input type="checkbox"/> Social Media</li> <li><input type="checkbox"/> Other</li> </ul>	<p><b><u>Activities</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Lecture</li> <li><input type="checkbox"/> PowerPoint</li> <li><input type="checkbox"/> Video</li> <li><input type="checkbox"/> Panel</li> <li><input type="checkbox"/> Role Play</li> <li><input type="checkbox"/> Game</li> <li><input type="checkbox"/> Reflection</li> <li><input type="checkbox"/> Scenario</li> <li><input type="checkbox"/> Simulation</li> <li><input type="checkbox"/> Others</li> </ul>
<p><b><u>Materials</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Handouts</li> <li><input type="checkbox"/> Script</li> <li><input type="checkbox"/> PowerPoint</li> <li><input type="checkbox"/> Resource List</li> <li><input type="checkbox"/> Web Site Links</li> <li><input type="checkbox"/> Quick-answer Guides</li> <li><input type="checkbox"/> Manual</li> <li><input type="checkbox"/> Flip Chart</li> <li><input type="checkbox"/> Activity Props</li> <li><input type="checkbox"/> Scenarios</li> <li><input type="checkbox"/> Facilitator Guide</li> <li><input type="checkbox"/> Facebook Event Page</li> <li><input type="checkbox"/> Email Promotions</li> <li><input type="checkbox"/> Twitter Updates</li> <li><input type="checkbox"/> Promotional Posters</li> <li><input type="checkbox"/> Web Site Pages</li> <li><input type="checkbox"/> Event Profiles</li> <li><input type="checkbox"/> Registration Forms</li> <li><input type="checkbox"/> Nametags</li> <li><input type="checkbox"/> Sign In Sheets</li> <li><input type="checkbox"/> Follow Up Email</li> <li><input type="checkbox"/> Other:</li> </ul>	<p><b><u>Presenter:</u></b></p> <p><b><u>Length:</u></b></p> <p><b><u>Attendees:</u></b></p> <p><b><u>Location:</u></b></p> <p><b><u>Other:</u></b></p>

## Instructions

- 1.
- 2.
- 3.
- 4.
- 5.
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