# Final Checklist

Review the checklist below to make sure you are ready to deliver your Face To Face Meeting.

#### Travel Planning

Have you completed the Travel Requirements?

|  |  |
| --- | --- |
| Yes/No | Item |
|  | Mission Essential Travel Request (Use METR Guidance, 60 days required, CATMS) |

#### Organization and Planning

Have you completed the planning templates? Have you uploaded content for participants in Schoology?

|  |  |
| --- | --- |
| Yes/No | Item |
|  | Initial Planning Template |
|  | Goals Per Session Template |
|  | Training Plan Template(s) |
|  | Consulted the ID to make sure all content is available to participants |
|  | Emailed participants letting them know the meeting information is available in Schoology |
|  | Uploaded the following information in Schoology Group |
|  | Travel & Hotel Information |
|  | Daily Agenda |
|  | Content Per Session |
|  | Read/View Aheads |
|  | Daily/ Overall Evaluations |
|  | Post Readings/Viewings |

#### Content Review and Provisioning

Have you conducted/reviewed the following with your Planning Team?

|  |  |
| --- | --- |
| Yes/No | Session |
|  | Reviewed/revised all content with the Planning Team |
|  | Answered all unanswered questions |
|  | Conducted a Full Rehearsal for each session |

#### Southbridge: Information Required to Site POC

Have you contacted the Site POC with the following information? (Ron Dubie in Southbridge)

|  |  |
| --- | --- |
| Yes/No | Item |
|  | Meeting room needs (large room, breakout rooms, internet connections, and screens/whiteboards as needed for various groupings) |
|  | Facility Usage/Contract or agreements - complete/sign/return |
|  | Completed VTC Request Forms (POC - Paul Teague, DoDEA IT has the VTC Request Form) |
|  | Mailed Supplies (POC - Tyra Newman can assist with mailing supplies) |
|  | Final Agenda |
|  | Final list of all attendees, dates of arrival and departure |