

Reality Check Checklist

- **Date for Event**
- **Committees and Subcommittees**
- **Contact Person/Hire Project Manager**
- **Web Site**
- **Venue**
- **A/V equipment**
- **Catering**
- **Tables and Chairs**
- **Agenda**
- **Budget**
- **Data**
- **Map**
- **Exercise**
- **Lego® Blocks or Paper Chips**
- **GIS or Computer Software**
- **Brochures**
- **Invitation List**
- **Invitation**
- **Participant Handbook**
- **Participant Assignments to Tables**
- **Facilitators**
- **Computer Operators**
- **Training**
- **Trial Runs of Exercise**
- **Programs**
- **Communications Strategy**
- **Video**
- **Photographer**
- **Media**
- **Sponsors**
- **Implementation Strategy**
- **Press Releases and other PR**
- **Participant Survey**
- **Final Report**