Participant Appreciation and Education Event Planning Checklist

- ☐ As participants come in for visits, ask them when is most convenient for them to attend a SEP session.
- ☐ Identify target timeframe to hold the session (e.g. late April)
- ☐ Get a speaker (8 – 10 weeks prior)
- ☐ Set a date (8 – 10 weeks prior)
- ☐ Book a room (8 – 10 weeks prior)
- ☐ Develop or modify an invitation (8 weeks prior) – submit to IRB
- ☐ Send invitation to all randomized participants (3 weeks prior)
- ☐ Call or email all participants who have not RSVP'd (1 week prior)
- ☐ Order food (5 – 7 days prior)
- ☐ Send reminder email (2 days prior)
- ☐ Hold session!