

Leader Checklist

Task	When	Done?	Notes
Class Scheduled	Scheduled at least 4-6 weeks out from class start date	<input type="checkbox"/>	Dates: Times: Days of Week:
AppState IHHS Notified & High Country AAA	When class details are finalized.	<input type="checkbox"/>	
Pre-Assessment Scheduled	When class details are finalized. *This can help with advertisement*	<input type="checkbox"/>	Tentative Date: _____
Flyer & Announcement Created	At least 4 weeks from the start date.	<input type="checkbox"/>	
Flyer & Announcement distributed	At least 4 weeks from the start date.	<input type="checkbox"/>	<input type="checkbox"/> Printed Flyers <input type="checkbox"/> Distributed Electronically <input type="checkbox"/> Social Media <input type="checkbox"/> Given to Health Care Professionals <input type="checkbox"/> Newspapers <input type="checkbox"/> Newsletters <input type="checkbox"/> Radio
2nd Marketing/Flyer Push	2 weeks from the start date.	<input type="checkbox"/>	
Meet with Co-leader (if applicable)	Throughout Planning process.	<input type="checkbox"/>	<input type="checkbox"/> Practice <input type="checkbox"/> Who does what? <input type="checkbox"/> Gather any questions
Registration/Attendance list sent to IHHS. Details finalized for assessment.	1 week from the start date.	<input type="checkbox"/>	Materials Needed from HCAAA: <input type="checkbox"/> Workbooks <input type="checkbox"/> Pens <input type="checkbox"/> Resources <input type="checkbox"/> DVD's
Reminder for session 0 sent to participants	2 Days before session 0.	<input type="checkbox"/>	

During Class

Task	When	Done?	Notes
Participant Contact Information Emergency Contact Information Received	Can be done during session 0 (preferred) or Session 1	<input type="checkbox"/>	+ Participant Contact/Emergency Infor...
Workbooks/Dates given to participants	Session 1	<input type="checkbox"/>	
Reminder emails sent to participants	2-3 days before class.	<input type="checkbox"/>	
Consumer Contribution Introduced	Halfway through workshop	<input type="checkbox"/>	
Post-Assessment Dates Finalized	At least 2 weeks before the end of class.	<input type="checkbox"/>	<input type="checkbox"/> Ask how many participants plan to come to post-assessment. <input type="checkbox"/> Send a list of participants to chapmanat1@appstate.edu

Wrapping Up

Task	When	Done?	Notes
Post-Assessment Dates Finalized	At least 2 weeks before the end of class.	<input type="checkbox"/>	<input type="checkbox"/> Ask how many participants plan to come to post-assessment. <input type="checkbox"/> Send a list of participants to chapmanat1@appstate.edu
Certificates of Participation	Printed at least two days before class.	<input type="checkbox"/>	*If the leader needs certificates printed notify: chapmanat1@appstate.edu
Pictures, success stories, last session celebration	Last day of class	<input type="checkbox"/>	<input type="checkbox"/> Photo consents
Submit attendance, flyer, and any other documentation for the mini-grant.	At least 2 weeks after the end date of the class.	<input type="checkbox"/>	*If ASU IHHS is present on last day of class then documentation will be submitted then.