**Champions for Inclusive Health workshop: Planning checklist**

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| **Task** | **Components** | **Responsibility** | **SOI support** | **Deadline** |
| Invitation | Select workshop date |  |  |  |
| Identify workshop purpose/objective |  |  |  |
| Complete draft invitation |  |  |  |
| Stakeholders | Complete stakeholder identification template |  |  |  |
| Prioritize/ refine list of stakeholders |  |  |  |
| Outreach and follow up |  |  |  |
| Formal invitation sent |  |  |  |
| Confirm stakeholder attendance |  |  |  |
| Logistics | Date |  |  |  |
| Venue |  |  |  |
| Catering |  |  |  |
| Budget |  |  |  |
| Travel/transportation |  |  |  |
| Audio-visual |  |  |  |
| On site prep: layout, welcome desk, stationery |  |  |  |
| Programme | Agenda |  |  |  |
| Identify, invite & confirm Speakers and Facilitators |  |  |  |
| Athlete roles |  |  |  |
| Materials and resources |  |  |  |
| Note takers |  |  |  |
| Monitoring & Evaluation | Survey tool |  |  |  |
| Capture/ compile stakeholders' action plans |  |  |  |
| Follow up with stakeholders |  |  |  |
| Feedback to stakeholders |  |  |  |
| Document outcomes from stakeholder action plans |  |  |  |