

IPE Event Planning Checklist

Three months before the event:

- Select date for IPE event: _____
- Select venue for IPE event: _____

Six weeks before the event:

- Select planning committee for IPE event:

- Discuss distribution of Planning Committee (PC) roles and responsibilities
- Schedule **meeting dates** for PC to discuss and plan event weeks leading up to the event: _____

Four weeks before the event:

Meeting Date: _____

- PC discuss focus of case studies and revise as needed
- PC review discussion question for case studies and revise as needed
- Faculty member order supplies for event. This includes binders, binder tabs, easel boards, white boards, sharpies, and pens for workstations.

Three weeks before the event:

- Assign PC members to advertise for event via flyers, email, and personal communication
- Faculty advisors review contents of IPE event PPT
- Faculty advisors identify facilitators
- Faculty advisors provide guidelines to facilitators

Two weeks before the event:

Meeting Date: _____

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- Assign PC member refreshment duties. This includes ordering coffee and light snacks for event. Discuss payments options with NSSLHA.
- Faculty and PC discuss materials and resources to be included in IPE binders
- Faculty and PC discuss evaluation tools to be used: (a) IPEC evaluation checklist and (b) evaluation of the event

One week before the event:

Meeting Date: _____

- Make copies of materials needed for IPE binders
- Assign PC member to assemble IPE folders: _____

Day of the event:

2 hours before IPE event begins committee members will meet at event location to set up. Set up includes:

- Sign in table** - assign two PC members to sign-in attendees and hand out IPE binders at entrance of event
 - Provide name tags to attendees
 - Assign attendees to workstations
- Set up refreshment table**
 - Table cloth
 - Napkins
 - Utensils
 - Coffee
 - Snacks
- Materials - each workstation comes equipped with the following supplies:**
 - Whiteboard (1)
 - Easel (1)
 - Markers
 - Pencils or pens
- Faculty member assign facilitators to their assignment workstations**
 - Provide extra copies of facilitator guidelines as needed