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| **Post Event Checklist:** |
| **Breakout Room Facilitator** | **Scribe** |
| **At Conclusion of Breakout Session:**  |
| * Download Ideaboardz as a PDF
* Download chat (as backup)
 | * Download Chat & save on desktop
* Save Breakout Discussion Worksheet (BDW)on desktop
* Look Ideaboardz PFD in your inbox
 |
| **Send Document to:** | **Send all three documents to:** |
| Scribe | Lead facilitator |
| **Host/Local planning team** | **Lead Facilitator** |
| **Within 24 hours of Event:** |
| * Email link to the Participant Feedback Form 1 day and 1 week post event.
 | * Complete the CORT
* Upload Chat, BDW, Ideaboardz, and Mentimeter results to SmartSheet
* Update the Vote Tallying Tool
* Send recording of event to info@mainechna.org
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| **Contact information** for Breakout Room Facilitators, Scribes, Local Host or Planning Teams, and Lead Facilitators can be found on the top of the Run of Show for your event. |