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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](mailto:info@mainechna.org) |
| **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. | |