Worksheet 6: Event Logistics
Use this worksheet to plan for individual public participation events, including facility, room setup and equipment needs.

Event: _____

Participation objective: _____

Target audience: _____

Date: _____ Time: _____

Facility	Responsible party	Target completion

Name: _____

Location: _____

Contact person: _____

Phone: _____ Email: _____

Rental fee: _____ Capacity: _____

Features: ❑ Adequate parking ❑ Restrooms ❑ Handicap accessible ❑ Other: _____

Equipment	Responsible party	Target completion

❑ Directional signage

❑ Name tags

❑ Sign-in sheet

❑ Presentation materials (maps, posters, PowerPoint presentation, etc.)

❑ Facilitation materials (flipchart, markers, paper, pens, post-it notes, sticky dots, etc.)

❑ A/V equipment (laptop, projector, screen, cart, extension cord, microphone, speakers, etc.)

❑ Refreshments (food, beverages, serving ware, tablecloth, waste/recycling, etc.)

❑ Handouts

❑ Evaluation forms

Room Setup	Responsible party	Target completion

❑ Tables: (registration, refreshments, handouts, displays, etc.)

❑ Chairs:

❑ Other:

❑ Room arrangement:

The physical arrangement of a room sets the tone for public participation. Use the following diagrams to select an arrangement that is appropriate for the intended event. Consider the number of participants, level of interaction and meeting goals.

Circle

A plain circle of chairs is useful when the full involvement of each individual is required. This arrangement encourages discussion and interaction among peers and downplays the role of the leader. Use of audiovisuals or a flip chart may be difficult. If needed, tables can be used to remove the sense of vulnerability some participants may experience. Ideal for up to 20 participants.

Conference Table

Ideal for small groups where close interaction and a lot of discussion are expected. Sharing a single table creates unity but may also suggest formality or hierarchy. Most effective with groups of 6-15 where participants can see and hear each other easily. If the group gets too large, people at the far end of the table may feel left out and form a separate group. Participants may need to move their chairs to properly view a presentation.

U-Shape

Popular set-up for groups where close interaction or collaboration is necessary. Gives participants a sense that they are equal in status. Group size should be limited to about 20 people so that participants can easily see and hear each other. Front area can be used for audiovisuals and center area for simulations or role plays. A table could be added to the front of this arrangement to create additional seating, but may limit functionality.

Classroom

A classroom-style setup provides a work surface for note taking and reference materials. It is ideal for one-way communication such as audiovisual presentations and lecture style programs. Though not ideal, participants can also break out into small groups at their tables or turn to the table behind them. Visibility and group interaction can be enhanced by arranging furniture in a semi-circle. Sound amplification may be needed in larger rooms.

Banquet

Ideal for small group discussion and project work within a larger group setting. Participants are seated at round or small rectangular tables. To maximize visibility, tables can be arranged in a semi-circle and seating limited to one side of the table. Small groups can easily return to the large group to focus on a speaker or audiovisual presentation. Sound amplification may be needed in larger rooms. A meal can be easily incorporated into this setup.

Theater

Ideal for one-way communication to large groups. Examples include audiovisual presentations and lecture style programs. Visibility can be enhanced by providing tiered seating or by placing chairs in a semi-circle. Note taking is cumbersome without tables. Sound amplification may be needed in larger rooms. Microphones placed throughout the room can be less intimidating than requiring speakers to come to the front of the room to provide input.