



FFT PLANNING TEMPLATE

| OVERVIEW | |
|--|--|
| Program Name | |
| Program Manager | |
| MEL Manager/Director | |
| Donor | |
| Country | |
| EVENT PLANNING | |
| Type of Session format (8 hours total time suggested, but first time conducting may require 10-12 hours) | <ul style="list-style-type: none">• in-person• hybrid (some in-person and some virtual)• fully virtual |
| Days Allocated | <ul style="list-style-type: none">• 1-1.5 days dedicated (8-12 hours)• 2-3 half days (4 hours per day)• 5 partial days (2-3 hours per day) |
| Facilitator | |
| Notetaker/Timekeeper | |
| Number of Participants | |
| Event Venue (live) or Platform (virtual) | |
| Proposed Date/s | |
| FFT PLANNING MEETING | |
| Attendees (please describe) | |
| Date | |
| Key Learning Priorities Identified (note that number of question becomes group number below) | 1. |
| | 2. |
| | 3. |
| | 4. |
| | 5. |



FFT PLANNING TEMPLATE

Program Participants (create as many groups as you have learning questions, comprised of 5-7 people per group; facilitators should not be included in groups, but will circulate and support the groups)

| | Group 1 | Group 2 | Group 3 | Group 4 |
|-------------------|---------|---------|---------|---------|
| Learning Question | | | | |
| Participants | 1. | 1. | 1. | 1. |
| | 2. | 2. | 2. | 2. |
| | 3. | 3. | 3. | 3. |
| | 4. | 4. | 4. | 4. |
| | 5. | 5. | 5. | 5. |
| | 6. | 6. | 6. | 6. |
| | 7. | 7. | 7. | 7. |

Additional Notes:



FFT PLANNING TEMPLATE

EVENT PLANNING AND IMPLEMENTATION CHECKLIST

4-6 WEEKS OUT

- Set dates and issue invitations
- Identify and reserve In-person Venue OR
- Identify and subscribe to Online Platform
- Order food and drink
- Sent description of event to participants
- Send calendar invite

2-3 WEEKS OUT

- Hold Planning Meeting and identify learning questions
- Develop detailed agendas
- Make arrangements for travel and accommodations for participants
- Send agenda to participants
- Program Manager sends additional messaging about purpose/importance of event

1-2 WEEKS OUT

- Send reminder of event with pre-reading to participants
- Prepare data sources
- Check venue for layout, audio/visual (or online platform tested)
- Purchase/print/copy all required materials

DAY OF EVENT

- Arrive early to prepare and test equipment

AFTER EVENT FOLLOW UP

- Finalize action plan and handover to PM
- Analyze evaluation survey results
- Disseminate evaluation survey results
- Document learning brief
- Disseminate learning brief (create shared folder/site for knowledge management records if needed)
- Handover all notes and data to PM