



RESEARCH STUDIES FORUM CHECKLIST FORM

Forum Title: _____

Project: _____

Organization: _____

Date: _____ Time: _____

PRE-FORUM PREPARATION	PREPARED/ REQUESTED BY	REMARKS
Approved forum Concept Note/ contract		
Approved budget		
Approved time schedule and venue (<i>Director' & Deputy Director's availability if applicable</i>)		
Appointment of forum point person/ forum manager /staff required (<i>including emcee</i>)		
Approved Invitation letters for participants		
List of confirmed participants (<i>with position and contact numbers</i>)		
Confirmed Resource persons/Discussants		
Travel/Flight details (<i>if applicable</i>)		
Insurance (<i>if applicable</i>)		
Airport pick-up (<i>if applicable</i>)		
Accommodation arrangements (<i>if applicable</i>)		
Meal arrangements (<i>including free flowing coffee/tea if applicable</i>)		
Menu for the duration of the forum		
Backdrop design approval		
Streamer design approval		
Backdrop production		
Streamer production		
Cash advance: (<i>for gifts or tokens, material and supplies not available at the Center</i>)		
Rental of equipments needed for the forum (laptop, projector, microphones (standing and mobile, table), sound system, printer)		
Documentation requirement (photo, audio, video, proceedings)		
Honorarium of Resource persons (checks or cash advance)		
One Day Before the Forum		
Physical Arrangement of Function Room		
Backdrop and Streamer installation		
Entrance of colors /flags (<i>if applicable</i>)		
Signage at the lobby		
Door sign		
Forum kit (folder, handout, ballpen/pencil, opening program and program proper)		
Registration table and Registration form of participants		
CVs of resource persons/guests		
Certificates of Appearance		
Forum evaluation forms		
Actual Date of Forum		
Welcome signage for guests (<i>if applicable</i>)		
Entrance of colors		
National Anthem (Philippines and other countries <i>if applicable</i>)		
Post forum activities		
Schedule of airport and transport arrangement communicated to guests (<i>if applicable</i>)		
Equipments returned		
Liquidation of cash advances		
Documentation of Forum proceedings		