American Association of Law Libraries
Program Development Checklist

Deciding to hold a program

What is the program topic or theme?

What is/are the learning objective(s) of the program? Use action verbs.

What is the purpose of the program (education, profit, promotion, etc.)?

Prepare a program timeline, with due dates, from beginning to end.

Will the program be a one-time event, or will it be a series of programs?

Will the program be done live or as a webinar?

How long will the program last (an hour, half day, all day, more)?

Will the program include a social period? Will it include a meal?

Who will find the speakers?

Will speakers be members, local experts, or experts who must be brought in?

Will there be a vendor exhibit area at the program? Will there be time during the program devoted for visiting

What grants are available? How long does the grant process take and what are the deadlines? What are the requirements for accepting the grant?
Will extra insurance be required?

Venue cnda︅︎︎︎tion

Is the

P