**Design Thinking Session**

**Logistics Checklist**

**Note:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Design Section | Item to Prepare | Goal of Item | Source of Content | Person Responsible |
| Homework | Homework email and abbreviated agenda | Ensure participants are prepared for the Session and clear on the goals. |  |  |
| All | PPT Presentation | **Welcome/Goals:** Orient people to the goals of the Session, each other, the challenge ahead, ground rules, innovation methods (design thinking, etc.), brainstorming slides |  |  |
| Welcome/Goals | “Empathy” slides | Establish empathy for the job to be done. |  |  |
| Welcome | Ground rules | Keep up ground rules all day, tape it to the walls or use the ground rules banner poster. | 5 slides from PPT deck |  |
| Gallery Crawl | “Palettes” and clipboards for participants to take notes | Provide a way for participants to capture thoughts as we review the boards. Participants will write down answers to questions on a “palette” (write down the ah-ha’s that they will use later to paint their canvas). | What trends are we seeing? What’s working? What isn’t working? What is inspiring that we want to emulate? What do we NOT want to do? Where are opportunities to improve? |  |
| Gallery Crawl | Board/poster on \_\_\_\_\_\_ topic | Ensure participants understand \_\_\_\_\_\_ topic/provoke thoughts |  |  |
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| Gallery Crawl | Analogous industries |  |  |  |
| Gallery Crawl Debrief | White board to capture thoughts | Captures “ah-ha’s” during Gallery Crawl de-brief |  |  |
| Design | Breakout group list | Create breakout work groups ahead of time |  |  |
| Design | Prompting materials | Provide Questions for each group to consider & Reality Check to test innovations against. |  |  |
| Show and Tell | Slides, Video Recorder | Close the session |  |  |

**Logistics Needs**

* Confirm attendee count by MM/DD
* Set up the studio on MM/DD – tables and chairs

**Other material needs**

* 3-4 white boards
* Easel with the ground rules for the day
* Clipboards
* Flipcharts
* Baseball card book of attendees
* Print gallery crawl debrief questions
* Print off Design Section for each table to have during design segment
* Projector
* Post-it notes
* Sticker name tags for guests
* Markers
* Pens
* Trash cans

**Food Needs**

* Coffee
* Healthy snacks
* Lunch for \_\_\_\_ people