



ShowMe
EXCELLENCE

Rapid Improvement Event

Planning Checklist

Event Date: _____

Event Time: _____

Location: _____

Logistics

- Calendar invites sent
- Room reserved or WebEx set-up (alternate host assigned)
- Room set-up requested
- Electronic needs requested (audio, video, outlet access, extension cords, etc.)

Supplies

- Flipchart paper
- Butcher-block paper for the process maps
- Masking tape and transparent tape
- Sticky notes (various colors)
- Markers (thin and thick)
- Pencils
- Scissors
- Scope Tool
- Copies of relevant documents
- other*
- other*
- other*
- other*