

QUICKTIPS!

(After the Program Checklist)

<u>To Do</u> _____	<u>Who</u>	<u>Target Date</u>	<u>Date Complete</u>
1. Clean up the facility, if required.	_____	_____	_____
2. Return equipment/items that you are responsible for.	_____	_____	_____
3. Evaluate the program. *If SFC funded, use their form and provide them a copy	_____	_____	_____
4. Send thank you notes to those who assisted your organization with the program.	_____	_____	_____
5. Develop a file of materials connected to the event.	_____	_____	_____