

Logistics checklist

		Owner	Notes
Space	<input type="checkbox"/> Wi-fi: Make the network and password visible in the room		
	<input type="checkbox"/> Audio system: Provide microphones to the Jam hosts		
	<input type="checkbox"/> Screens or projector: Make sure these are visible to all participants		
	<input type="checkbox"/> Whiteboards: If available, opt for moveable boards to optimise space		
	<input type="checkbox"/> Tables & chairs: Consider the number of people and the teams		
	<input type="checkbox"/> A.C./heater: Ensure that the room temperature is comfortable		
	<input type="checkbox"/> Chargers: Add one charging station per team or table		
	<input type="checkbox"/> Welcome table: Prepare a space at the entrance for registration		
	Other:		
Materials	<input type="checkbox"/> Stationary: Prepare Post-its, Sharpies, sticky tape, Blu Tack, whiteboard markers and erasers		
	<input type="checkbox"/> Camera: Capture as much of the event as possible		
	<input type="checkbox"/> Laptops: Consider if participants should use their personal laptop and communicate this in advance		
	<input type="checkbox"/> Microphones: Provide microphones to the Jam facilitators, especially if more than 20 participants		
	<input type="checkbox"/> Attendee list: Carefully form multidisciplinary teams and prepare for no-shows		
	<input type="checkbox"/> Nametags: Prepare stickers and pens		
	<input type="checkbox"/> Printed materials: Review the activities you will run and print the necessary materials		
	<input type="checkbox"/> Digital materials: Prepare a shared/accessible place to download templates onto laptops and to upload prototypes at the end of the Jam		
	<input type="checkbox"/> Catering: Provide water, tea, coffee and snacks. If the Jam will last a full day or more, consider breakfast, lunch, dinner and a reception at the end		
	<input type="checkbox"/> Promo materials: Translucent window stickers, banners or stickers		
Other:			
Staff	<input type="checkbox"/> Facilitators: Assign one for each team		
	<input type="checkbox"/> Jam host: Recruit more than one if there are more than 20 participants		
	<input type="checkbox"/> Photographer: Hire someone to photograph and video the Jam		
	<input type="checkbox"/> NDA: Prepare a consent form to ask participants for video and photo consent Prepare stickers in case you need to mark someone that do not consent		
	Other:		