



COMMUNITY FORUMS PLANNING CHECKLIST

Target Audience	Date/Location/ Time	Focus Topic	Who: Presenter(s)/ Facilitators/ Note Takers	Who: Reserving the room/ room set up	Who will handle promotion?
<input type="checkbox"/> General <input type="checkbox"/> Education <input type="checkbox"/> Healthcare <input type="checkbox"/> Agriculture <input type="checkbox"/> Manufacturing <input type="checkbox"/> Entrepreneurs <input type="checkbox"/> Others:	Date: Location: Time:	<input type="checkbox"/> General <input type="checkbox"/> E-learning <input type="checkbox"/> Telehealth <input type="checkbox"/> Precision Ag <input type="checkbox"/> Manufacturing Tech <input type="checkbox"/> Entrepreneurship <input type="checkbox"/> Other:	Presenter(s): Facilitator(s): Note Taker(s):		
<input type="checkbox"/> General <input type="checkbox"/> Education <input type="checkbox"/> Healthcare <input type="checkbox"/> Agriculture <input type="checkbox"/> Manufacturing <input type="checkbox"/> Entrepreneurs <input type="checkbox"/> Others:	Date: Location: Time:	<input type="checkbox"/> General <input type="checkbox"/> E-learning <input type="checkbox"/> Telehealth <input type="checkbox"/> Precision Ag <input type="checkbox"/> Manufacturing Tech <input type="checkbox"/> Entrepreneurship <input type="checkbox"/> Other:	Presenter(s): Facilitator(s): Note Taker(s):		
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		<input type="checkbox"/> Other:	Taker(s):		
<input type="checkbox"/> General <input type="checkbox"/> Education <input type="checkbox"/> Healthcare <input type="checkbox"/> Agriculture <input type="checkbox"/> Manufacturing <input type="checkbox"/> Entrepreneurs <input type="checkbox"/> Others:	Date: Location: Time:	<input type="checkbox"/> General <input type="checkbox"/> E-learning <input type="checkbox"/> Telehealth <input type="checkbox"/> Precision Ag <input type="checkbox"/> Manufacturing Tech <input type="checkbox"/> Entrepreneurship <input type="checkbox"/> Other:	Presenter(s): Facilitator(s): Note Taker(s):		

Adapted from: National Digital Equity Extension Team (NDEET), 2022. This tool was developed by the Washing State University Extension as a part of its Broadband Action Team (BAT)[™] model.

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