

# Lunch-n-Learn Planning Schedule

Week-by-Week Steps to Conduct a Lunch-n-Learn



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Follow this week-by-week planning schedule to conduct a smooth lunch-n-learn.

Before Event	Activity
4 weeks	Identify city, speaker, topic, date and secure venue + AV needs
	Develop content outline, speaker bio to create email invitation
3 weeks	Secure email list
	Finalize email invitation, landing page programming
	Secure leave-behind materials (literature, tablets, pens, surveys) and drawing prize for post-event survey participation
	Finalize luncheon menu
2 weeks	Send first email invitation
	Develop 1st draft of presentation
1 week	Send second email invitation
	Create easel signage, post-event survey questions, timed agenda
	Finalize presentation
3 days	Print out registration list, name tags + blanks; ship all event materials to coordinator/rep
2 days	AM: Send third email invitation; send reminder email to registrants PM: Confirm final # of attendees with venue
Luncheon Event	Show time! Arrive 45-60 minutes early to set up & address on-site checklist
Post Event	Review post-event surveys
	Send follow-up email 1-2 days afterward