

**INFECTION CONTROL WEEK - TO DO LIST**

JOB	MRP	DATE DONE
<b>1. Bookings [things that need to be booked in advance]</b> <ul style="list-style-type: none"> <li>• display area in the facility</li> <li>• display boards/Expo boards etc.</li> <li>• display tables</li> <li>• help to transport/set up</li> <li>• room for presentations/education</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>2. Publicity [promotion of your event]</b> <ul style="list-style-type: none"> <li>• advertisement in facility newsletters/paper</li> <li>• posters</li> <li>• email</li> <li>• departmental mailing</li> <li>• external promotion</li> <li>• tent cards (e.g. cafeteria tables)</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>3. Refreshments [always a draw, get someone else to sponsor!]</b> <ul style="list-style-type: none"> <li>• coffee/tea/cold drinks     <b>sponsor:</b></li> <li>• muffins/doughnuts         <b>sponsor:</b></li> <li>• lunch                             <b>sponsor:</b></li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>4. Letters/Phone calls for requests [try your local patron members, drug reps and downtown businesses to sponsor an event or provide doorprizes]</b> <ul style="list-style-type: none"> <li>• brochures/buttons     <b>sponsor(s):</b></li> <li>• doorprize                 <b>sponsor:</b></li> <li>• doorprize                 <b>sponsor:</b></li> <li>• doorprize                 <b>sponsor:</b></li> <li>• pens etc.                   <b>sponsor:</b></li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>5. Display Board [consider setting up an informational display]</b> <ul style="list-style-type: none"> <li>• design display</li> <li>• obtain materials (e.g. bristol board, double-sided velcro)</li> <li>• obtain information items for board</li> <li>• print banner, headings</li> <li>• assemble display - floor display/ table display</li> <li>• provide handout materials, brochures, buttons etc. for table</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>6. Education [consider inviting guest speakers]</b> <ul style="list-style-type: none"> <li>• engage speakers</li> <li>• prepare tickets for doorprizes</li> <li>• arrange AV equipment</li> <li>• arrange table/chairs for panel, if required</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>

<ul style="list-style-type: none"> <li>• arrange table for refreshments, handouts etc.</li> <li>• provide evaluation forms</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<p><b>7. Wrap-Up</b></p> <ul style="list-style-type: none"> <li>• letters of thanks (e.g. speakers, sponsors)</li> <li>• evaluation of events</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>
<p>8. Anything Else?</p>		

**WHAT WENT WELL:**

**WHAT DID NOT WORK:**

**SUGGESTIONS FOR FUTURE:**