

Sample Planning Chart

Equipment Checklist	Logistics	Process
LEGO® materials for each person	Location booked	Outcome for session
Flip chart and markers	Directions and time of arrival	Agenda and framing
Yellow notes and pens	Room set up	Ground rules
Name tags	Power and IT	Posters or flip charts
Music and speakers	Bathrooms	The first 30 minutes are solid
Computer and projector	Refreshments	Have you written down the challenge questions?
LEGO® booklets		Do you have a sense of the group's general attitude towards the LEGO® SERIOUS PLAY™ session?
Camera and video	Do you have someone to take photos or write on the flip chart?	Timing for the plan works and you can see the model in your mind
Power cords and batteries	What will you do with the LEGO® after the session?	Do you know what you could skip if you run out of time?
Thank you card for host		