

CLEO session planner

CLEO

2026-10-09

Chapter: [name]

Date and time: [date, start, finish]

Venue / room: [place]

Host contact: [name and agreed contact method]

Chapter lead / agreed supervision: [names and arrangements]

Plan the visit

What would participants like to learn? [one or two useful outcomes]

Format: [meet-and-greet / regular help / short class / agreed social]

Time	Activity	Who coordinates it?
[time]	Welcome and introductions	[name]
[time]	Demonstration or supported practice	[name]
[time]	Recap, questions, and next visit	[name]

Before the visit

- ☐ Confirm schedule, room, host contact, and supervision.
- ☐ Check chapter, venue, and actual volunteer requirements in CLEO.
- ☐ Confirm expected volunteers and a way to communicate changes.
- ☐ Check seating, accessibility, and any needed equipment or host-approved Wi-Fi.
- ☐ Prepare the attendance worksheet and any handouts.

Equipment / materials: [list]

Cancellation contact and plan: [arrangements]

After the visit

What worked / questions for next time: [brief notes without sensitive personal details]

- ☐ Record actual attendance and time served, then enter the completed session in CLEO.
- ☐ Tell participants the next visit's details.

This planner is an optional preparation aid. It does not book a venue, clear volunteers, or create a platform session. [Current resource kit](#).