

International Day of Listening:

Listen to Connect

September 16, 2021

Planning Worksheet

Name of Event Organizer: _____

Email: _____

Title of Event: _____

Location and Time (City and Country): _____

Goal: What is the purpose of your IDL event? _____

Submit this form to info@internationaldayoflistening.com

Who?	Whom will you invite to participate?
What?	What will your topic of discussion be?
Where?	Where will you meet? (if virtual, give meeting information)
When?	Date, Time
Why?	What do you want to accomplish? Or why did you pick this topic?
How?	What rules and guidelines need to be in place to make this successful?