# Exercise Conduct Checklist

## One to three months before the exercise

* Determine who from your organization will be participating in the exercise
* Send out a save the date / exercise registration to participants
* Identify a space for the exercise that is appropriate the number of expected participants
* If you are planning on providing breakfast / lunch / refreshments begin to organize this now
* Identify an exercise facilitator
* Identify exercise evaluators

## Two weeks before the exercise

* Send the exercise facilitator and evaluator(s) the following documents
  + Exercise Evaluation Guide (EEG)
  + Exercise Situation Manual (SitMan)
* Meet with facilitator and evaluator(s) to go over exercise logistics
* If breaking participants up into groups, assign groups at this point

## One week before the exercise

* Send the Situation Manual to all of the exercise participants along with any logistical information
  + Room location
  + Group assignments (if applicable)
* Print exercise materials
  + Situation Manual (SitMan)
    - 1 copy per exercise participant
  + Exercise Sign in Sheet
    - 1 copy printed for exercise day
  + Participant Worksheet
    - 1 copy printed per exercise participant
  + Exercise Evaluation Guide (EEG)
    - 1 copy printed per exercise group or team
  + Participant Feedback Form
    - 1 copy printed per exercise participant
* Confirm any food or refreshment orders

## Day of exercise

* Arrive at exercise location 60 minutes prior to the start of the exercise
* Set up and test any A/V equipment
* Set the sign in sheet out with pens
* Coordinate food/ refreshments if applicable
* Facilitate exercise
* Collect participant feedback forms