**Checklist for Action**

**Creating a flow**
A great experience has four stages:

1. Spark
2. Connect
3. Participate
4. Extend

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**Inspire people with a great experience.**

Ensure that your experience does the following:

**Spark** – Catches people’s attention and gets them interested in the experience
- Gives people a warm welcome with a personal greeting;
- Poses a thought provoking question;
- Uses beautiful, inspiring imagery to set the tone;
- Orient people with a schedule of events or a map.

**Connect** – Connects people to each other and cultivate conversations
- Makes introductions and use nametags and icebreakers;
- Provides designated periods for mingling;
- Has small break out groups;
- Provides links to online communications and forums.

**Participate** – Provides people with multiple options to participate
- Considers every event as an activity, not a presentation;
Uses props to make content tangible (Hot or not signs);
Refers people to places to get involved – even if it isn’t your REA;
Shows impact – celebrate successes and make people aware of what you’ve done.

**Extend** – Offers ways to connect
Offers small immediate action steps where people will see a benefit;
Provides resources to go deeper and share suggested next steps;
Prompts effortless reflection – follows-up after an experience.