

How Much Funding Do You Need to Raise?

An HBS Accelerate Workshop

Host Checklist

Printable checklist to help you prepare. Visit site for hyperlinked items and more detailed description.

Actions to Complete in Advance of Workshop

- ___ **READ** the short Workshop Description.
- ___ **INVITE** participants using language from Workshop Description. Print/distribute copies for participants at your discretion.
- ___ **READ** the Workshop Goals & Structure Overview for Hosts to understand the workshop pacing.
- ___ **REVIEW** the Workshop Timing overview to understand timing of activities before workshop.
- ___ **REVIEW** the slide presentation of workshop content with the workshop timing overview. You'll display slides during the workshop to deliver content that corresponds with activities.
- ___ **PRINT** copies of each activity in advance for all workshop participants (links to all activities below). Note: each activity has multiple pages: directions and assessment sheets. *Be sure to print all pages.*
- ___ **PRINT** the Workshop Timing overview. Timing is precise, so it's essential that hosts print at least one copy for themselves to refer to during the workshop, while advancing workshop slides.
- ___ **SELECT** appropriate space work to hold workshop—one that allows participants to easily turn to one another and work in pairs or small groups, then quickly reassemble into the larger group to view Accelerate videos together. Consider room acoustics and ensure everyone can see and hear videos.
- ___ **CHECK** A/V equipment.

Materials to Print in Advance

Hosts should print a copy for themselves, and for any staff members helping with workshop, to reference during the workshop.

- ___ Workshop Description. This includes learning outcomes and speaker bio.
- ___ Workshop Goals and Structure Overview for Hosts.
- ___ Workshop Timing overview (for host to reference during workshop).

Activities: Print copies of Workshop Activities for ALL participants.

- ___ Activity 1 | How Much Would You Raise Right Now? (2 pages)
- ___ Activity 2 | Identifying Value Inflection Points: Addressing Uncertainties Effectively (4 pages)
- ___ Activity 3 | Mapping Your Proof to Stage (2 pages)

Materials to Bring to the Workshop

- ___ Extra pens for participants.
- ___ Pre-assembled packet of copies of all activities.