

### CHECKLIST FOR THE EU Education SWAp LAUNCH EVENT

No	Action / Item	Who	By when	Resources	Comments / status
1	List of participants	Xhavit	18		Draft sent for feedback
2	Speakers contacted and briefed	Eric / Xhavit			e-mail needs to be sent – Sophie copied
3	The draft program sent to participants	Eric / Xhavit	22 <sup>nd</sup> May		Draft sent to MEST
	Invitations	Eric / Xhavit			Draft sent to MEST
4	Leaflet	David, Petrit, Arianit			
5	Banner	David, Petrit, Arianit			
6	Pens	David, Petrit, Arianit			
7	Notebooks, folders	David, Petrit, Arianit			
8	Translation of materials in languages	Xhavit / Arianit			So far so good
9	Interpretation	Xhavit			
10	Press release and press notice	David	22 <sup>nd</sup> latest		After the final date fixed
11	Other EU-ECLLO visibility materials	Mentore / Sokol			
12	Venue -	Mentore / Sokol			
13	Refreshments	Mentore / Sokol			
14	Rooms / seating arrangements	Mentore / Xhavit			
15	Equipment	Mentore / Xhavit			
16	Transport issues	Sokol		Office vehicle, Rent,	
17					
18					
19					
20					