

Checklist for Minority Messenger visit		
Travel info:	Means of Transport / Budget	
	Time	
	Accommodation	
Expectations	Minority Messenger:	
	Visited Organisations:	
Venue information	Time Frame	
	Expected Audience: <ul style="list-style-type: none"> • Age • Background • Language • Number 	
	Agenda (Who does what?) <ul style="list-style-type: none"> • Methods • Games • Presentation 	
	Promotion material:	
	Technical Equipment: <ul style="list-style-type: none"> • Laptop • Beamer • Audio 	
Do not forget!!	Host Gift	
	Questionnaire	
	Evaluation form	
Follow up	Report	