

Lobby Day Checklist

Looking for a creative way to engage your patients in their care? Whether you want to provide information on home therapies, transplant or ways to improve their quality of life, a lobby day can be a fun and effective way to get patients actively engaged in learning. Use this checklist to help you plan a lobby day!

Lobby Day Topic: _____

Date(s)/Time: _____

Goal(s): _____

Location: _____

Planning Team: _____

Theme: _____

Activities and/or Agenda: _____

Lobby Day Tips
<ul style="list-style-type: none"> ▪ Host the event on two different days to give all patients an opportunity to get involved. ▪ Consider a conference room or “lobby day on a cart” if the lobby is too small. ▪ Engage your Network Patient Representative in your planning team.

Tasks to Be Completed	By Who?	By When?
1. Get the word out.		
<input type="checkbox"/> Design flyers, invitations and announcements		
<input type="checkbox"/> Place announcement in facility newsletter		
<input type="checkbox"/> Post announcement on bulletin boards, near the sink and scale		
<input type="checkbox"/> Hand out invitations or flyers to patients and family members		
<input type="checkbox"/> Invite guest speakers and community providers		
<input type="checkbox"/>		
<input type="checkbox"/>		
2. Secure needed supplies.		
<input type="checkbox"/> Tables		
<input type="checkbox"/> Nametags, handouts, pens		
<input type="checkbox"/> Display items (bulletin board, computer monitor, etc.)		
<input type="checkbox"/> Kidney Friendly Snacks		
<input type="checkbox"/> Prizes		
<input type="checkbox"/> Camera to take pictures during the event		
<input type="checkbox"/> Evaluations		
<input type="checkbox"/>		
<input type="checkbox"/>		
3. Set up for the event.		
4. Clean up.		
5. Evaluate the Event. <i>Did we meet our goals?</i>		