

# Seminar Planning Checklist Template: Topic Selection, Speaker Preparation & Attendee Registration Management

## Topic Selection & Content

Focuses on defining the seminar's theme, learning objectives, and overall content strategy.

### Seminar Theme/Overall Topic

Write something...

### Learning Objectives (What should attendees know/do after?)

Write something...

### Target Audience Size (Estimated)

Enter a number...

**Content Format (Lecture, Workshop, Panel, etc.)**