

## **BALANCE**

(some considerations)

### People

- Is it the right number of people?
- Are all of these people really knowledgeable about this topic?
- Is this an interesting mix of people?
- No one hates anyone else on panel?
- Is there a moderator?
- A *good* moderator?
- If possible, when scheduling couples, has only one been scheduled per time slot?
- Some mechanical things, but don't forget them (and do them earlier, too!)
  - Are there actually people scheduled on this item?
  - Anyone bi-located?
  - People scheduled at times they won't be available (morning/evening, before they arrive, when they told you they wanted to do something else)?
  - Am I consecutively scheduling people who don't want this to happen?
  - Anyone scheduled three in a row?

### Items

- Is the same item (or something very similar) scheduled more than once?
- Can there be a better title/precis? (i.e., will someone who doesn't know what it is supposed to be about be able to tell?)
- Are there too many/few items that are: serious/funny, fannish/fringe, abstract/specific, etc.?

### Times

- Are similar items at this time?
- Are there items opposite each other that will likely draw the same people?
- Are items related to this topic scattered about the convention, or clustered?
- Is it too early in the convention? In the day? Too late?
- If this program habitually goes on too long, is it the last program of the day in that space?

### Places

- Is the room the right size? (Don't have GRRM read in a 20-person room!)
- If people have consecutive slots, are they in or near the same room?
- Do the rooms have required technical needs? Or, with minimal need to move stuff?
- Mechanical:
  - Is there more than one item in this space at this time?

### Meta-programming

- Do later items pick up where earlier ones ended? Do items make nice arcs?
- Have you played with themes? Or, beginning/middle/end (etc.) of convention?
- Were personal satisfaction points met (i.e., were evil people punished)?