

Prompt log for event planning tasks (exemplar)

Create a list of advantages and disadvantages

Prompt

Our team is considering hosting our annual meeting in a new location. Organize the following notes into a list of advantages and disadvantages:

- New location more exciting
- Enough budget this year to host in a new location
- Some employees can't travel, others consider traveling to another destination a perk
- Fresh place, fresh ideas
- Planning for a new location requires more time

Prompt description and output evaluation

To engineer this prompt, I first considered what I needed Gemini to do. The task was to organize meeting notes into a list, so I specified this clearly by writing, "Organize the following notes into a list of advantages and disadvantages." I also added useful context for Gemini by explaining the purpose of the notes in the first sentence of the prompt. To evaluate the output, I double checked that Gemini's response included all the advantages and disadvantages I listed in the prompt and that Gemini didn't skip, repeat, or change specific details.

Generate a list of potential host cities

Prompt

We need a city for our annual event that meets the following criteria:

- It must have ample hotel accommodations.
- It must be near a major airport.
- It must be located on a large body of water.

We would like multiple options to consider. Identify 5 U.S. cities that meet the criteria. Organize the results in a table.

Prompt description and output evaluation

After making revisions based on earlier iterations, I began the final iteration of this prompt by providing important context about the specific meeting locations and clearly listing the relevant factors for making the decision. Then, I instructed Gemini to organize the results in a table so that the relevant information is easier to read and understand. To evaluate the output, I confirmed that Gemini's response accurately reflected the specific criteria I provided in the prompt about the meeting location. I also made sure that Gemini used a table format for the results.

Generate ideas for a tagline

Prompt

Write a tagline promoting our organization's annual meeting in Chicago. The tagline should include the word "Chicago" and use positive language that will build excitement for the event.

Review the examples and create a similar tagline.

Example: New city, new horizons. Come to Chicago and help build our future.

Example: It starts with us. Connect, collaborate, and celebrate in Chicago.

Tagline:

Prompt description and output evaluation

I began this iteration of my prompt with clear instructions that the task was to write a tagline that includes the word "Chicago" and uses positive language. I also provided two examples of the specific type of output Gemini should produce. Including two or more examples in a prompt is a technique called few-shot prompting. Including examples in the prompt is an efficient way to communicate the style and format of an effective tagline and can help guide Gemini to generate the desired output. To evaluate the output, I made sure that Gemini's response matched the instructions I provided in the prompt about the content and tone of the tagline.

Create a spreadsheet to track speakers

Prompt

Create an exportable spreadsheet template to track the speakers for my organization's annual meeting.

Prompt description and output evaluation

The final iteration of my prompt clearly states that the task is to create an exportable spreadsheet template to track the speakers for the annual meeting. A previous iteration produced a spreadsheet that contained sample data. I wanted to fill in my own data, so I updated my prompt to ask for a "spreadsheet template." To evaluate the output, I confirmed that it included an exportable spreadsheet template. I also made sure that the column headings referred to information relevant to the speakers, such as the time, location, and topic of their presentations.