PRE-PLANNING:

☐ Select preferred agenda type (templates provided; editable versions on website)

☐ Set event date/time; reserve venue, contact person/phone # for event space _____

☐ Determine if you need to charge a fee to cover the costs of the workshop (e.g. workbooks)

☐ Determine minimum and maximum # of participants

☐ Send invitations or publicize event (email, social media, physical flyers, etc.)

☐ Determine if and how you will use technology (presentation slides, videos)

☐ Determine room setup (placement of tables and chairs, computer, projector, screen)

☐ Send out reminder to registered participants (include directions)

PRINTING:

☐ Agenda for each participant (or at least one per table)

☐ Workbook for each participant (bound or placed in three-hole punch folder)

☐ Local Resources Sheet and/or Workshop Evaluation Form (both optional)

TECHNOLOGY:

☐ Download template presentation (template provided; editable version on website)

☐ Computer (pre-load and open presentation and video links—test before participants arrive)

☐ Projector (clicker optional)

☐ Microphone and/or speakers if needed

☐ Connector cords for computer & projector (make sure you know what kind you will need)

☐ Multi-prong extension cord or surge projector

MISCELLANEOUS SUPPLIES:

☐ Directional signage (optional)

☐ Refreshments + cups, napkins, etc. (optional)

☐ Adhesive nametags + sharpie/marker; extra pens and pencils; scrap paper or note cards

☐ Timekeeping device (feel free to ask a participant to help with timekeeping)

☐ Other: _____