

Workshop/ Training Event Checklist

This is a list of things to think about in preparing any workshop or training event. Please customize it to your needs.

Publicity

- Before publicity: make sure that the date and time do not conflict with related events.
- General media: Newspapers, Radio, Cable, TV
- Targeted media: Agency newsletters, Church bulletins, Schools, etc.
- Word of mouth to friends and co-workers
- Flyers, brochures
- Mailings to targeted populations

Room requirements and arrangements

- Make sure that date and time do not conflict with other events at the facility (for example, a kangaroo dance right above your meeting room)
- Reservation confirmed
- Arrangement for key(s)
- Adequate space
- Right number of tables
- Right number of chairs
- Electricity for Audio-Visual equipment, including extension chords
- Audio-visual equipment, including screen
- Adequate lighting
- Temperature control and ventilation
- Access to restrooms
- Podium or Lectern
- Access to Restaurants or refrigeration, if full-day
- Access to Parking
- Trash-cans
- Coat racks

Information to send Participants

- Time
- Address and directions to building and room
- Parking facilities
- What to bring (lunch? forms? notebook?)
- What to wear
- Smoking policy
- What will be provided (coffee? juice? snacks?)
- Agenda
- Number to call if problems or questions
- Facilities for those who are disabled?
- Whether or not reservations are required, and if so, by when

What to bring

- Key(s)
- Your session notes
- Handouts (including extras)
- Extra pencils/pens
- Watch or Clock
- Markers
- Flip chart
- Easel
- Nametags
- Money, if change needs to be made
- Arrow signs to point to room
- Audio-visual equipment (overlays? extension cord?)
- Snack food and drink, and cups, napkins, etc.
- Your lunch or lunch money (check above list for yourself)
- Trash-bags, if needed
- Roster of attendees
- A copy of this list so you can check off things as you put them away after the event is over.

Room Set-up

- Registration table
- Exhibit table(s)
- Placement of chairs
- Placement of tables between participants
- Set-up of audio-visual equipment
- Testing of audio-visual equipment
- Distribute handouts, nametags, pencils (or have ready at registration table.)

When it's over

- Evaluations
- Thank-yous
- Check off materials as you put them in box
- Return equipment
- Take out trash
- Turn off lights, etc.
- Return key(s)
- Pat yourself on the back!