

Appendix B: Workshop Checklist

Planning for the Workshop

- ___ Find someone to co-facilitate the workshop.
- ___ Request permission from your school system or organization for approval (if necessary).
- ___ Select and reserve workshop site for the date, time, and number of hours needed.
- ___ Submit workshop plan to district or college for approval (if necessary).
- ___ Submit workshop proposal form to State Coordinator at least four to six weeks prior to the workshop date; this allows enough time for your PLT guide orders to be processed.
- ___ Develop and distribute promotional materials such as flyers, pre-registration forms, posters, or articles at least four weeks prior to the workshop date.
- ___ Develop workshop design, taking into consideration:
 - ___ the audience
 - ___ workshop objectives
 - ___ constraints (for example, space or time)
 - ___ strategies for overcoming constraints
 - ___ requirements for credit (district, college or university), if offered
 - ___ materials and equipment needed for activities
- ___ Outline workshop agenda.
- ___ If possible, contact/invite a resource specialist.
- ___ If planned, arrange for refreshments and snacks.
- ___ Gather support materials such as projector, VCR, paper, pens, and art materials.
- ___ (Optional) Send confirmations and maps to advance registrants.
- ___ If possible, visit the workshop site to check things out.

At the Workshop Site

- ___ Set up workshop space (if possible, the afternoon or evening before).
- ___ Check to be sure equipment is working.
- ___ Locate restrooms, light switches, plugs, and easiest access to the outdoors.
- ___ Select appropriate areas to conduct activities.
- ___ During the workshop, orient participants to the restrooms and refreshments.
- ___ Provide a brief overview of the agenda, including when breaks and lunch will be taken. Set expectations for the workshop.
- ___ At the end of the workshop, be sure each participant fills out a Participant Survey Form (evaluation).
- ___ Distribute PLT certificates in exchange for the Participant Survey Forms.

Post-Workshop Tasks

- ___ Complete the Facilitator Survey Form and send it and completed Participant Survey Forms to the State Coordinator.
- ___ Mail registration fee to the State Coordinator, invoice appropriate agency with copy to Coordinator or provide Coordinator with information to invoice appropriate agency, etc.
- ___ (Optional) Send thank you letters with a list of workshop participants, addresses, and phone numbers. Remind participants of any follow-up meeting.