

Workshop Planning Checklist

- _____ Secure external/internal funding for the workshop
(as soon as possible, at least 3 months prior to workshop)
- _____ Arrange for presenters to help you conduct the program
(at least 3 months prior to workshop)
- _____ Make contact and, if necessary, meet with building/district administrator, leader of professional organization, staff development/curriculum specialist, etc. to set program date and formulate general plan
(at least 10 weeks prior to workshop)
- _____ Obtain or create mailing list for teacher recruitment
(at least 10 weeks prior to workshop)
- _____ Contact hotel for lodging arrangements (if necessary)
(at least 10 weeks prior to workshop)
- _____ Secure workshop site and audiovisual or computer equipment needed
(at least 8 weeks prior to workshop)
- _____ Contact site parking coordinator for parking arrangements, parking passes, and maps
(at least 8 weeks prior to workshop)
- _____ Create and photocopy promotional flier and registration form for teacher recruitment
(at least 8 weeks prior to workshop)
- _____ Send mailing
(6 weeks prior to workshop)
- _____ Along with other presenters, prepare workshop agenda
(at least 6 weeks prior to workshop)
- _____ Mail confirmation letter, agenda, maps, parking pass, lodging information, and list of participants to registrants (alternatively, you might use phone, e-mail or fax)
(upon receiving registration)
- _____ Make food arrangements (breakfast, lunch, snacks for breaks, etc.)
(at least 4 weeks prior to workshop)

- _____ Prepare and photocopy materials to be distributed to workshop attendees (e.g., handouts of activities, NCEE materials, Center/Council materials, evaluation forms, final agenda, teacher completion certificates for continuing education credits, request to be added to listserv, workshop attendees' names and addresses)
(1-2 weeks prior to workshop)
- _____ Contact school district publicity personnel (if it is an in-service program for one district) and/or local newspaper with publicity information
(1-2 weeks prior to workshop)
- _____ Prepare transparencies
(1 week prior to workshop)
- _____ Confirm registration numbers with food service staff and facilities coordinators
(1 week prior to workshop)
- _____ Secure and prepare workshop supplies and materials that are needed to demonstrate activities (transparency markers, extra transparencies, candy or other items for prizes/incentives, etc.)
(1 week prior to workshop)
- _____ Prepare name tags for presenters and attendees
(3 days prior to workshop)
- _____ Make final site walk-through
(up to 2 days prior to workshop)
- _____ Compile evaluations
(1 week after workshop)
- _____ Prepare workshop report for funder(s)
(as determined by funding criteria, usually no more than 2-3 weeks after workshop)
- _____ Send thank you notes to people who provided special assistance in arranging program (facilities coordinator, technical support staff, administrator, etc.)
(1-2 weeks after workshop)
- _____ Conduct planned follow-up with workshop attendees (creation of listserv, thank you letters, scheduling of follow-up meetings, etc.)
(no later than 6 weeks after program)