

Workshop Preparation Checklist

The following checklist highlights the steps that you should take before the workshop:

Tasks

- ☐ Schedule workshop date and time
- ☐ Arrange a workshop location
- ☐ Develop and distribute marketing/recruitment materials
- ☐ Arrange for school staff to receive professional development hours for the workshop
- ☐ Plan refreshments for participants
- ☐ Arrange for onsite childcare and transportation for participants, if possible

Meeting Room Setup and Workshop Equipment

- ☐ Determine seating plan for participants (e.g., how many people at each table)
- ☐ Arrange for extra tables for facilitator's materials, participant handouts and nametags, FAS/ARND resource materials, and refreshments
- ☐ Bring with you or borrow from the workshop site a laptop computer and LCD projector (or overhead projector) and projection screen (or use blank wall)
- ☐ Borrow from the workshop site a whiteboard, blackboard, or easel with newsprint
- ☐ Bring with you or borrow from the workshop site a TV and VCR

Materials

- ☐ Handouts for participants (and some extras)
- ☐ One pre-workshop assessment and one post-workshop assessment for every participant (plus extra)
- ☐ Nametags
- ☐ Sign for the door displaying the workshop title
- ☐ Certificates for participants
- ☐ PowerPoint presentations on laptop computer (or computer disk if the facility is supplying the laptop)

- ☐ Copies of PowerPoint slides on transparencies
- ☐ Videotape Excerpts from Students Like Me: Teaching Children with FAS
- ☐ Newsprint paper on which you have copied the "Workshop Guidelines" (see Session 4, the Nature of Adult Learning)
- ☐ Updated "State and Local Resources" handout to which you've added FAS/ARND resources that you're familiar with
- ☐ Resource articles and books on FAS/ARND issues
- ☐ Extra pens and note paper for participants who don't bring them
- ☐ Newsprint paper and markers for writing on newsprint
- ☐ Masking tape for hanging up sheets of newsprint
- ☐ Extension cord and extra bulb for the overhead projector