

Workshop Checklist

ROOM SETUP

- Provide a workshop location outside the office with spacious rooms**
teams and facilitators will be walking around the room a lot so we need the space
- Provide a creative workspace, preferably open, bright spaces**
we can provide tips for inspiring workshop places
- Provide enough wall space to hang posters, templates, post-its: +/- 3m per team**
- The rooms should have 1 table-island per team of 4-5 people and 1 table and chairs close to the screen for our facilitator(s)**
- Beamer or white wall for presentations**
- 1 flip-chart per team of 4-5 people (can vary)**



FOOD & DRINKS

- Make sure people have drinks all day long: coffee, tea and water**
- Preferably lunch outside the room so that people can get some air**
- Preferably a light lunch**
- 2 coffee breaks one in the morning one in afternoon**

DOCUMENTATION

- We will take pictures to use in our marketing efforts**
- If we're pitching at the end of the workshop, it's always great to film that!**

About this tool

Use this checklist to prepare yourself and the team for the upcoming workshop. Setting up a proper room and having

the right material is essential to a great workshop! To be sure about the perfect setup try to have most of the boxes checked.

If you have any questions about the workshop preparation contact your facilitator.