

Workshop set up checklist

Provider:

- Email client workshop preparation details, email templates, agenda, WSC Index rating guides, invitee list examples
- Email client link to data acknowledgement and ensure client accepts online
- Email client the note-taking sheets and guidance document for note-takers (if you (the provider) have requested the client to nominate note-takers from their organisation)
- Update slide pack and review presentation
- Provide list of external invitees and finalised list
- Print rating guides with facilitator notes (for providers only)
- Test Mentimeter and ensure that you are able to access new project on the web interface
- Print copies of the run sheet (for those delivering and providing assistance at the workshop only)

Client (providers can confirm with the client that the following is completed):

- Secure a date for the workshop, and organize venue, catering and IT requirements
- Provide list of internal and external invitees
- Nominate note-takers (if provider has requested the client to nominate note-takers from the organisation)
- Send first email to invitees at least one month prior to the workshop
- Send calendar invitation

- Send second email to invitees/participants with the WSC Index two and a half weeks before the workshop
- Send third (and final) email to invitees/participants one week before the workshop
- Print copies of the agenda
- Print rating guides for participants
- Print copies of the run sheet (for those providing assistance at the workshop)