

Workshop Setup Preparation Checklist

Date:	<24/12/01>
Venue:	<Location>
Time:	<ul style="list-style-type: none"> ▶ 8:30 (Arrive 8:15 for 8:30 start) ▶ 10:30-10:45am Morning Tea ▶ 12:30-1:15pm Lunch ▶ 1:30 Resume Workshop ▶ 3:30-3:45pm Break ▶ 5:30pm Finish & Depart
# Attendees:	List
Room:	<ul style="list-style-type: none"> ▶ Previous Day/ Evening - Set up Room/ check ▶ Charge copier batteries ▶ Ensure all supplies are available ▶ Set up coffee, etc
Equipment:	<ul style="list-style-type: none"> ▶ (Electronic) White Board & extra paper - Clean Eraser ▶ White Board Copier & extra paper ▶ Notebook Computer ▶ Datashow Projector ▶ Overhead Projector ▶ Extension cords, adaptors, etc ▶ Screen ▶ TV & Video ▶ Flip chart & paper ▶ Posters ▶ Camera & film ▶ Pens/Pencils/Overhead pens ▶ Whiteboard markers ▶ Bulldog Clips, blue tack, tape, etc ▶ Tape Player & music ▶ Program Tapes, Videos ▶ Kush Ball, toys, music as required
Material & Paperwork:	<ul style="list-style-type: none"> ▶ Client File ▶ Diagnostic Report ▶ Workshop Facilitator's Guidelines & materials ▶ Workshop Plan File prepared in advance ▶ Workshop Agenda Overhead or copy ▶ Other (Blank) Overheads as required ▶ Workbooks as required ▶ Worksheets ▶ Other – Ice breakers, activities, etc
Food & Drinks:	<ul style="list-style-type: none"> ▶ Water & Glasses ▶ Lollies/Candies ▶ Snacks, fruit, juice, tea & coffee for morning & afternoon tea ▶ Lunch organized – ordered or restaurant booked

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