

# Workshop Preparation Checklist

Date: \_\_\_\_\_

Workshop Title: \_\_\_\_\_

Facilitator(s): \_\_\_\_\_

## Agenda Planning

- Define Workshop Objectives
- Identify Target Audience
- Determine Workshop Format (e.g., in-person, virtual)
- Develop a Preliminary Agenda
- Schedule Breaks and Networking Opportunities
- Allocate Time for Each Topic
- Identify and Contact Guest Speakers
- Gather Necessary Materials and Equipment
- Prepare Registration and Marketing Materials
- Set Up Feedback Mechanism

## Logistics

- Confirm Venue/Platform Booking
- Arrange Catering (if applicable)
- Prepare Name Tags and Signage
- Ensure Technology and Equipment Functionality
- Distribute Final Agenda to Participants

## Post-Workshop

- Gather and Analyze Participant Feedback
- Follow Up with Participants and Speakers
- Review Workshop Outcomes Against Objectives

Prepared by: \_\_\_\_\_