

# Workshop Preparation Checklist

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

To: \_\_\_\_\_

From: \_\_\_\_\_

## Budget Management Checklist

1. **Define Workshop Objectives:**
  - Identify key goals and outcomes.
2. **Establish Budget:**
  - Determine total available budget.
  - Allocate budget for materials, venue, and refreshments.
3. **Venue Arrangements:**
  - Book the venue and confirm costs.
  - Check for necessary equipment (projector, seating).
4. **Marketing and Promotion:**
  - Design promotional materials.
  - Set budget for advertisements.
5. **Materials and Supplies:**
  - List required materials and their costs.
  - Order materials in advance.
6. **Registration and Attendance:**
  - Set registration fees, if applicable.
  - Track participant registration and payments.
7. **Evaluation and Feedback:**
  - Prepare feedback forms.
  - Allocate budget for post-workshop analysis.

Thank you for your attention to this checklist. Please ensure all items are completed by the specified deadlines.

Best regards,

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