

Workshop Preparation Checklist

Dear [Recipient's Name],

As we prepare for the upcoming workshop on [Workshop Topic], please find the checklist below to ensure everything is in place for a successful event:

- **Agenda Preparation:**
 - Finalize agenda and circulate to participants
 - Confirm time slots for each session
- **Resource Allocation:**
 - Ensure availability of necessary materials
 - Arrange for any required technology (projectors, microphones, etc.)
- **Participant Confirmation:**
 - Send reminders to registered participants
 - Confirm attendance for all speakers
- **Feedback Collection:**
 - Prepare feedback forms to distribute
 - Set up digital feedback collection method (e.g., Google Forms)
- **Logistics:**
 - Confirm venue booking
 - Arrange catering if necessary

Please review this checklist and let me know if you have any additions or modifications. Your feedback is invaluable to ensure we cover all aspects of the workshop.

Thank you for your support!

Sincerely,
[Your Name]
[Your Position]
[Your Contact Information]