

Workshop Preparation Checklist

Dear [Recipient's Name],

As we prepare for the upcoming workshop scheduled on [Date], please find below a checklist for follow-up actions:

- **Venue Confirmation:** Ensure the venue is booked and confirmed.
- **Agenda Finalization:** Distribute the finalized agenda to all attendees.
- **Materials Preparation:** Prepare and print necessary materials (handouts, presentation slides).
- **RSVP Follow-up:** Confirm attendance with all registered participants.
- **Equipment Check:** Verify that all required equipment (projector, microphones) is available and working.
- **Feedback Forms:** Prepare feedback forms to distribute after the workshop.
- **Refreshments:** Arrange for coffee, tea, and snacks during breaks.

Please ensure that all actions are completed by [Deadline]. Feel free to reach out if you have any questions or need assistance.

Best regards,
[Your Name]
[Your Position]
[Your Company]