

# Workshop Preparation Checklist

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

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

Organizer: \_\_\_\_\_

## Materials and Supplies Checklist

- **1. Presentation Materials**
  - Projector and screen
  - Presentation slides (printed and digital)
  - Handouts for participants
- **2. Stationery**
  - Notebooks
  - Pens and pencils
  - Markers and flip charts
- **3. Equipment**
  - Microphone and speakers
  - Charging stations
  - Cameras for recording (if applicable)
- **4. Refreshments**
  - Coffee and tea
  - Snacks (e.g. fruits, pastries)
  - Bottled water
- **5. Venue Setup**
  - Seating arrangements
  - Signage for directions
  - Registration table

Additional Notes: \_\_\_\_\_