Workshop Preparation Checklist

Date: [Insert Date]

Location: [Insert Location]

Technology Requirements

- **Projector:** Verify functionality and compatibility.
- **Laptop:** Ensure it's loaded with necessary software.
- **Audio Equipment:** Check microphones and speakers.
- **Internet Connection:** Confirm availability and speed.
- **Extension Cords:** Ensure there are enough outlets.
- **Whiteboard/Flipchart:** Provide markers and paper.
- **Backup Devices:** Prepare a backup laptop or tablet.
- **Software Access:** Ensure all participants have access to required applications.
- **Technical Support:** Arrange for on-site tech support if necessary.

Additional Notes

[Insert any specific notes or reminders here]

Prepared by: [Your Name]