

Workshop Preparation Checklist

Date: _____

Venue: _____

Organizer: _____

Setup Checklist

- Confirm booking with the venue
- Check if AV equipment is available and functional
- Arrange seating arrangement (theater, classroom, etc.)
- Setup registration table
- Verify internet connectivity
- Prepare name tags for participants
- Ensure availability of necessary materials (handouts, pens, etc.)
- Test lighting and acoustics
- Set up refreshment area (if applicable)
- Plan for emergency exits and safety measures

Important Contacts

Venue Manager: _____

Technical Support: _____

Event Coordinator: _____

Final Checks

- Conduct a walkthrough of the venue
- Confirm schedule and timing of the workshop
- Check that all signage is in place
- Review setup with team members

Notes: _____