

## WHAT IS THIS?

This brief document is to be used as a "pre-flight" check before beginning any workshop. Make sure you cross all your p's and q's

## THE VENUE

- |   |   |
|---|---|
| <input type="checkbox"/> Position tables & chairs     | <input type="checkbox"/> Walk-through workshop layout     |
| <input type="checkbox"/> Prep flipcharts/whiteboards  | <input type="checkbox"/> Check A/C temp & settings        |
| <input type="checkbox"/> Review noise levels          | <input type="checkbox"/> Alert nearby workers of workshop |
| <input type="checkbox"/> Know where the bathrooms are | <input type="checkbox"/> No air vents near post-it zones  |

## THE TECH

- |  |  |
|--|--|
| <input type="checkbox"/> Test slides on tv/projector     | <input type="checkbox"/> Music check/playlist      |
| <input type="checkbox"/> Plug-in laptop (battery)        | <input type="checkbox"/> Fully charged Phone       |
| <input type="checkbox"/> Check for wire tripping hazards | <input type="checkbox"/> Remote control for slides |
| <input type="checkbox"/> Fully charged speaker           | <input type="checkbox"/> Set phone to SILENT       |

## THE MATERIALS

- |  |  |
|--|--|
| <input type="checkbox"/> Standard post-its           | <input type="checkbox"/> Tape: Scotch/Painter's/Duct |
| <input type="checkbox"/> Large rectangle post-its    | <input type="checkbox"/> Snacks (Healthy)            |
| <input type="checkbox"/> Flipchart/butcher block     | <input type="checkbox"/> Highlighter/colored markers |
| <input type="checkbox"/> Sharpies (# of people + 10) | <input type="checkbox"/> Timer (phone/clock)         |
| <input type="checkbox"/> Name tags                   | <input type="checkbox"/> A4 White Paper              |