

## **Workshop Logistics Checklist**

Use this checklist to ensure all behind-the-scenes details of your workshop are organized, efficient, and professional.

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### **1. Budget**

- Venue rental (or confirm free community space)
- Materials: pens, paper, markers, name tags
- Refreshments (water, coffee, light snacks)
- Marketing costs: flyers, ads, digital promotion
- Technology: projector, mic, Zoom subscription
- Contingency fund (10-15%)

### **2. Venue & Accessibility**

- Confirm booking and payment
- Check lighting, seating, noise level
- Ensure ADA compliance and accessible restrooms
- Arrange signage/directions for participants
- Plan seating layout (circle, classroom, small groups)

### **3. Materials & Supplies**

- Agenda printouts / slides prepared
- Handouts, workbooks, or worksheets
- Name badges or table tents
- Evaluation forms
- Extra pens, markers, tape, sticky notes
- CEU sign-in sheets and certificates (if applicable)

### **4. Technology**

- Test projector, screen, speakers, microphones
- Check Wi-Fi access and backup options
- Prepare Zoom/online setup (waiting room, breakout rooms)
- Backup presentation on USB and cloud

### **5. Marketing & Registration**

- Flyers posted/distributed
- Eventbrite or registration link live
- Email reminders to registrants (one week and one day before)
- Social media promotion scheduled
- Clear directions and parking info sent to attendees

## **6. Day-of Operations**

- Arrive 45–60 minutes early
- Check seating and AV setup
- Arrange refreshment table
- Set up sign-in table with handouts
- Greet participants, manage check-in
- Have emergency contacts and first aid kit on site

## **7. Post-Workshop Follow-up**

- Collect evaluations and attendance records
- Issue CEU certificates (if applicable)
- Send thank-you email with resources or slides
- Review feedback for improvements
- Update budget records

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