

Creative Motion Mini-Workshop Planning Checklist

PRE PLANNING

Coordinate w/ Clinicians

- Find dates
- Travel Arrangements
- Materials/Equipment Needs
- Travel itinerary
- Transportation
- Lodging
- Workshop Schedule
- Private Lesson Schedule

Coordinate Site

- Reserve Workshop Rooms
- Have pianos tuned
- Make materials arrangements
- Coordinate equipment needs

Coordinate Logistics

- Acquire Materials needed
- Plan/Make Meal arrangements
- Coordinate travel arrangements
- Flights/ground transport
- Construct itinerary

Administrative Work

- Publicity
- Create/mail brochures/flyers
- Registration preparation
- Meals/dietary concerns
- Sign-in sheets, name tags
- Directional signs for site
- Other documentation
- Communication w/ registrants
- Eval Forms
- Recruit volunteers
- Acquire resources for sale

IMPLEMENTATION

Acquire Materials needed

- Workshop
- Registration

Coordinate volunteers

- Shoppers
- Information Table
- Meal servers
- Meal pick-up delivery
- Clinician assistants
- sign posters
- registration table
- resources table
- transportation for clinicians
- Clean up
- Evaluation facilitation and follow-up

- Post-workshop meal crew
 - planning
 - serving
 - clean-up

POST-WORKSHOP

- Evaluation Feedback compile and disseminate

- Send attendee's contact information to keeper of CMA database (Phyllis Pasley -pasleyp@earthlink.net)