

## Workshop Planning Checklist

---

### *Making Initial Plans*

---

Plan the workshop with administrators, colleagues, collaborators, funding organizations, and others who should be involved from the start.

Get permission to conduct the workshop from the school system or organization (if necessary)

Determine how the workshop will be funded.

Will participants pay?

Will a sponsor pay for the workshop? (e.g. Ducks Unlimited, a forest products co., etc.)

Will it be part of an ongoing teacher-training program sponsored by your school or organization?

Think about why people should attend your workshop. Will you offer CEUs, free or low-cost materials, or something else?

Contact the Minnesota Project WILD, WET, and/or Learning Tree coordinator(s) about your plans.

### *Before the Workshop*

---

**CRUCIAL:** Send a Workshop Proposal Form to the state coordinator(s) **at least 3 weeks** before the workshop date.

If you want a co-facilitator, contact him/her as soon as possible. Contact the state coordinators if you need help finding a co-facilitator.

Tell your audience about the workshop. You can make flyers, send emails, write articles, etc.

Reserve the workshop site. Your room should have enough floor and wall space, electrical outlets, display tables, ventilation, comfortable chairs, etc. and access to the outdoors.

Write your workshop agenda. Consider:

What your audience needs

How you will present to multiple learning styles

1-3 workshop objectives & write them out. (At the end of this workshop, teachers will...)

Materials and equipment needed for activities

Absorption time after each activity—let participants work it into their curriculum

Inviting a resource person such as a forester, biologist, iPad expert, etc. (optional)

Arrange for refreshments and snacks.

Gather support materials such as a projector, paper, pens and art supplies.

As people register, send confirmations with driving directions. Also, remind people to dress for the weather and bring a reusable water bottle.

### *At the Workshop Site*

---

Set up the workshop space at least 1 hour (or even 1 day) before people arrive.

Make sure your equipment works!

Locate restrooms, light switches, plugs and easiest access to the outdoors.

Select appropriate areas to conduct activities—indoors and out.

When participants arrive, greet them! Have them sign in, make a name tag, and pick up handouts.

Start on time. Give a brief overview of the agenda, especially break and lunch times. Tell them where the bathrooms are.

Give everyone a Participant Survey Form. Give them their certificate AFTER they finish their form.

### *After the Workshop*

---

Tell us how it went! Complete the Facilitator Report.

Mail or email the PLT, WILD, or WET coordinator:

Your Facilitator Report

All the Participant Survey Forms

Your agenda

A list of participant names

A copy of the sign-in sheet

If you have leftover activity guides, return them to the PLT, WILD, or WET coordinator. Call us for postage reimbursement directions. Or hold onto the guides for the next workshop you deliver.

Send a thank you note to the facility/host.

### **Minnesota coordinators**

PLT: [laura.duffey@state.mn.us](mailto:laura.duffey@state.mn.us), 651-259-5263

Project WILD: [jan.welsh@state.mn.us](mailto:jan.welsh@state.mn.us), 651-259-5930

Project WET: [Janine.Kohn@state.mn.us](mailto:Janine.Kohn@state.mn.us), 651-259-5905