



Preparing for a workshop? A checklist for the organising team

Venue	Who?	By when?	Progress/notes
Confirm venue			
Conduct a site visit and confirm: <ul style="list-style-type: none"> • Parking/directions for public transport • Venue contact/AV contact • Catering set up • Table configuration (i.e. cabaret, u-shaped, round) • Signage requirements (i.e. directional, lectern sign, banners) 			
Confirm reception/registration table requirements <ul style="list-style-type: none"> • Who will greet participants on arrival? • What will participants receive at reception desk (lanyard/name tag, agenda, materials)? 			
Confirm break logistics <ul style="list-style-type: none"> • Timing and location of morning tea/lunch/breakout sessions, etc. • Movement of participants between rooms/sessions 			
Confirm catering and dietary requirements with venue			
Other considerations: <ul style="list-style-type: none"> • Consider a luggage store (if participants travelling from interstate) • Are taxis required at end of the workshop? Do they need to be pre-ordered? • Consider a coat check facility 			

Room setup	Who?	By when?	Actions/notes
Confirm required room set up with venue including: <ul style="list-style-type: none"> • Table configuration • Location of lectern, small table for notes, water, etc. • Panelist table or speaker table • Microphone requirements (i.e. lapel mic for facilitator; hand held mics for curators; roving mics available for general audience questions and interactions) 			
Other materials and requirements <ul style="list-style-type: none"> • Sharpie textas, pens, notepads, whiteboard markers, post it notes, blue tac/pins for attaching posters • Visual data capture templates • Confirm if posters can be attached to venue walls (if not, additional whiteboards/pin boards/easels to be provided) 			



Participants

	Who?	By when?	Progress/notes
Create name tags or tent cards; arrange table numbers			
Complete table allocations and seating arrangements			
Allocate breakout groups			
Consider roles during workshop/breakout groups (discussion leader, table leaders, scribe, etc.)			

Speakers (client and non-clients)

	Who?	By when?	Progress/notes
Write the introduction for the day (e.g. introduction for the CEO, Chair, etc.)			
Create written instructions for panelists/debaters/speakers (with a focus on context, their role, intended outcomes)			
Coordinate bios (and photos if required) for facilitator/s, speakers, panelists			
Provide each speaker with a briefing/briefing notes			
Arrange gifts to non-paid speakers			

Workshop audio/visual materials

	Who?	By when?	Progress/notes
Confirm AV requirements (e.g. projector, television screen, audio)			
Confirm large whiteboard(s) – stationary or electronic			
Confirm flip charts (e.g. A1 size, how many?)			

Consider which, if any, engagement techniques you may use

Possible engagement techniques:	Who?	By when?	Progress/notes
Diagnostic/survey			
Guest speakers			
Panels/debates/vox pops (interviews)			
Graphic facilitator			
Real-time polling service (e.g. Zeetings)			
Process for capturing questions digitally (e.g. Trello)			

The information contained in this document is indicative and for general information purposes only.

want to know more?

For full advice on running a workshop that will suit your individual requirements please contact:

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