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by Right Lane Consulting

# Preparing for a workshop? A checklist for the organising team

We know that finding the right venue for your workshop or conference is a critical piece in your event organising puzzle, and then making sure the venue ticks all your specific requirements is the next step.

So with that in mind, we have put together the following checklist to help you think through your event requirements and ensure nothing falls through the cracks. Happy organising!

| VENUE | Who? | By when? | Progress/notes |
|---|---|---|---|
| **Confirm venue** | | | |
| **Conduct a site visit and confirm:**<br>• Parking/directions for public transport<br>• Venue contact/AV contact<br>• Catering set up<br>• Table configuration (i.e. cabaret, u-shaped, round)<br>• Signage requirements (i.e. directional, lectern sign, banners) | | | |
| **Confirm reception/registration table requirements**<br>• Who will greet participants on arrival?<br>• What will participants receive at reception desk (lanyard/name tag, agenda, materials)? | | | |
| **Confirm break logistics**<br>• Timing and location of morning tea/lunch/breakout sessions, etc.<br>• Movement of participants between rooms/sessions | | | |
| **Confirm catering and dietary requirements with venue** | | | |
| **Other considerations:**<br>• Consider a luggage store (if participants travelling from interstate)<br>• Are taxis required at end of the workshop? Do they need to be pre-ordered?<br>• Consider a coat check facility | | | |

| ROOM SETUP | Who? | By when? | Actions/notes |
|---|---|---|---|
| **Confirm required room set up with venue including:**<br>• Table configuration<br>• Location of lectern, small table for notes, water, etc.<br>• Panelist table or speaker table<br>• 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**<br>• Sharpie textas, pens, notepads, whiteboard markers, post it notes, blue tac/pins for attaching posters<br>• Visual data capture templates<br>• Confirm if posters can be attached to venue walls (if not, additional whiteboards/pin boards/easels to be provided) | | | |

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| 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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