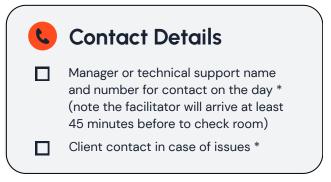
Matt Walsh Consulting

Workshop Checklist

| | Communication | | |
|--|---|--|--|
| | Invite has been sent to all participants (including facilitator)* | | |
| | List of all attendees and roles sent to facilitator* | | |
| | Inform facilitator of any attendees that will be late or leaving early* | | |
| Inform facilitator of any specific needs eg disabilitiesUseful details to include with the invite to attendees: | | | |
| | | | |
| | Car parking (if not a metro venue then please include a map and location details)* | | |
| | Public transport if relevant | | |
| | Organised transport if relevant eg. bus leaving at specific time | | |
| | Prompt for dietary requirements if not known | | |
| | Details of any post event drinks or meal if applicable | | |
| | If applicable, agenda and pre-reading has been forwarded to participants (will be confirmed closer to the date) | | |
| | | | |

| Q | Venue |
|---|--|
| | Venues with usable wall space are preferred, as it's essential for capturing team thinking on flipcharts. |
| | Book room for at least one hour prior to the scheduled commencement of the workshop (for set up). |
| | Participant dietary preferences communicated to venue. |
| | Tea, coffee, and catering organised (please send times). |
| | Preferably tea or coffee on arrival 15 minutes before start. |
| | HDMI connection for TV or overhead projector and power point for laptop. |
| | Whiteboard with markers. |
| | Flipcharts (preferably 3 x <u>3M Tabletop</u> <u>Easel Pad post-it style sticky flip</u> <u>charts</u>), or can be supplied at cost ~\$50 each. |
| | Optional: writing materials (notepads, pens, 3M post-it notes). |
| | Venue Wi-Fi details readily available. |

| | Seating |
|--|--|
| | Seating configuration preferably U-shaped, otherwise boardroom. |
| | If the venue is loud or large, include microphone and speakers. |
| | Communicate any COVID social distancing requirements to the venue regarding seating configuration. |



- Catering Options

 If Venue does not have catering:

 Let Them Eat Africola Canteen
 Favourite Fillings Lunch Bar
- * please provide to matt@mattwalsh.com.au