

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 disabilities
- ☐ Useful details to include with the invite to attendees:
 - ☐ Dress code (smart casual, business casual or business attire)
 - ☐ 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)



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 3M Tabletop Easel Pad post-it style sticky flip charts), 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.



Contact Details

- ☐ Manager or technical support name and number for contact on the day * (note the facilitator will arrive at least 45 minutes before to check room)
- ☐ Client contact in case of issues *



Catering Options

If Venue does not have catering:

-  [Let Them Eat](#)  [Africola Canteen](#)
-  [Favourite Fillings Lunch Bar](#)

* please provide to matt@mattwalsh.com.au