

Workshop Basics Checklist

Holding a workshop requires you to consider all manner of detail to ensure it runs smoothly. Here are the key things to consider and arrange *before* you start the session:

Set Up

- ☐ Room size comfortably accommodates the number of participants
- ☐ Layout of tables and chairs – theatre style, u shape, small table clusters – to suit participation
- ☐ Line of sight for screens, whiteboards and flip charts'
- ☐ Natural light and lighting – the lighter the better, but ensure it doesn't interfere with any projection plans
- ☐ Break out rooms and spaces

Comfort

- ☐ Catering
- ☐ Water for tables
- ☐ Air conditioning

Facilities

- ☐ Toilets
- ☐ Special needs access
- ☐ Emergency exits
- ☐ Occupational health and safety requirements including cable covers

Equipment

- ☐ Flip charts, whiteboards and marker pens
- ☐ Name tags and card
- ☐ Audio
- ☐ Video
- ☐ Wi-Fi
- ☐ Pens, pads, post it notes for each participant

Arrive well before the start of the workshop to ensure all above is in place. Test the equipment – audio, video, Wi-Fi etc. If using an external hired facility communicate with the function organiser before you arrive. Make sure you meet them on site on the day and have their contact number if you need them at any time during the session.