

Workshop Timeline

Before the Workshop

- Request or initiate the workshop
- Request permission from your school system and/or organization for approval – if needed
- Pick date and time
- Find co-facilitators
- Identify audience
- Select a location
- Reserve site for the date, time, number of hours (include setup and take-down time), and people expected
- Announce workshop – flyers, posters, Web site, etc.
- Submit workshop proposal and order materials from Tallahassee office – at least 4-6 weeks prior to workshop
- Develop workshop design, take into consideration
 - Audience needs
 - Workshop objectives
 - Constraints (e.g., space or time) and strategies
 - Requirements for credit (district; college or university), if offered
 - Materials and equipment needed for activities
 - Workshop Protocols
- Make an agenda – invisible and visible
- Prepare and gather materials (i.e. projector, paper, pens, and art materials)
- Arrange for refreshments and snacks, if planned
- Send confirmations and maps to registrants, if needed
- Visit site location before workshop
- Locate restrooms, light switches, plugs and easiest access to the outdoors
- Select appropriate areas to conduct activities
- Show up early to set-up, if possible afternoon or evening before
- Check that equipment is working

During the Workshop

- Be flexible
- Sign-in
- Pre-test
- Introductions - orient participants to the restrooms, etc.
- Ice breakers
- Review objectives of workshop
- Brief overview of agenda, including breaks and lunch
- Project history
- Activities and summarize them
- Walk thru the guides
- Post-test and Survey/Evaluation
- Workshop wrap-up

After the Workshop

- Take time to reflect
- Complete reporting form/evaluation and other paperwork
- Return all paperwork and extra materials to program coordinator
- Follow-up
- (Optional) Send thank you notes/emails