Workshop Readiness Form

Venue Readiness

|  |  |
| --- | --- |
| Venue address |  |
| Conference room name |  |
| Room set up diagram |  |
| Audio visual needs   * Easel / flip chart stand * Flip chart paper * Lectern / podium * Projector * Projector screen * Wireless signal |  |
| On site contact details |  |
| Parking logistics |  |
| Security requirements   * Badges * Roster |  |

Class

|  |  |
| --- | --- |
| Prep arrival date |  |
| Event date start |  |
| Event date end |  |
| Start time |  |
| End time |  |
| Last day to register |  |
| Participant opt-in/out contact by vendor |  |

Participants

|  |  |
| --- | --- |
| Minimum amount of participants |  |
| Maximum amount of participants |  |
| Gratis participants |  |
| Prep work or materials to bring |  |

Food and Meal

|  |  |
| --- | --- |
| Who makes pays / receipt? |  |
| Catering vendor contact details |  |
| Breakfast |  |
| Lunch |  |
| Dinner |  |
| Afternoon snack |  |
| Beverages |  |

Travel accommodations and lodging

|  |  |
| --- | --- |
| Who pays for travel and accommodations? |  |
| Nearby hotel |  |
| Closest airport |  |
| Transportation |  |

Materials

|  |  |
| --- | --- |
| Who pays for photocopies? |  |
| What date should the copies be ready? |  |
| Copies   * One sided * Two sided * Color |  |
| Branding and logo |  |
| Post training access to content |  |
| Evaluation / classroom survey |  |