## www.plt.org



## **Timeline & Checklist**

It is very important to keep the PLT Workshop planning process moving forward in a timely fashion. Procrastination can result in a low number of participants, lack of necessary materials, and overall disorganization. Follow the timeline below to avoid some of these problematic situations.

Mile on total de Blooming (valuings)
When Initially Planning (minimum 8 weeks prior to workshop):
Receive all necessary permissions from school districts, organizations, etc.
Determine how the workshop will be funded (Participants pay to attend, outside sponsor or school sponsor provides funding?).
☐ Identify any specific needs required for the workshop and/or participants.
Before the Workshop (minimum 4 weeks prior to workshop):
Choose a date, place, and timeframe for the workshop.
Develop and distribute promotional materials for workshop.
Recruit Co-Facilitators to help with the workshop if needed.
Outline workshop agenda.
<ul><li>Submit a workshop proposal to the PLT Ohio Coordinator (call with any questions).</li><li>Submit copies of your promotional materials to the PLT Ohio Coordinator.</li></ul>
Submit tentative agenda to the PLT Ohio Coordinator.
Reserve workshop facilities that suit your needs.
Gather all needed support materials (laptop, projector, DVD player, art supplies, etc.).
<ul> <li>Determine incentives offered to participants (CEU's, door prizes, college credit, etc.).</li> <li>Arrange for refreshments and snacks.</li> </ul>
Final Preparations (Minimum 1 week prior to workshop):
Receive requested modules from PLT Ohio— check order to ensure accuracy.
☐ Make contact with Co-Facilitators to finalize workshop plans and details.
At the Workshop:
Set up the workshop room, ensure that all equipment is working, and greet participants as they arrive.
Start your workshop on time and do your best to stay on schedule.
Have fun and engage all participants in the program. Encourage questions.
☐ Ensure that each participant fills out a workshop evaluation or participant survey form.
Following the Workshop:
Return unused materials, completed evaluations and surveys, and registration fees to the PLT Ohio Coordinator. Pay invoice if applicable.

☐ Contact PLT Ohio staff with any questions or concerns.