

## Self, Family & Team: Logistics Check Off

\_\_\_\_\_ Is the location for the workshop comfortable, relatively quiet (conducive to conversation) and relatively private, with a good wall for hanging a flip chart?

\_\_\_\_\_ Has the location been confirmed? Who will let us in? \_\_\_\_\_

\_\_\_\_\_ Were seating arrangements made? (Ideal arrangements are around a circle or conference-style table to encourage conversation.) Who is setting up the room? \_\_\_\_\_

\_\_\_\_\_ Was a flyer prepared and distributed at least three to five days before event?

\_\_\_\_\_ Have you made turnout calls?

\_\_\_\_\_ Does anyone who needs a ride have a ride?

Does anyone need translation?

a. Who will provide translation? \_\_\_\_\_

b. Did you call them?

c. Are there written materials that will need to be translated in advance?

\_\_\_\_\_ Does anyone need childcare?

a. Who will provide childcare? \_\_\_\_\_

b. Did you call them?

c. How many children are coming? How many childcare workers do you need?

d. Is the room set up for the children?

e. Do they have toys/activities/kids' snacks?

\_\_\_\_\_ Who's making coffee? \_\_\_\_\_

\_\_\_\_\_ Who's bringing the coffee, cups, spoons, napkins, cookies, donuts, creamer, serving plate and sugar? \_\_\_\_\_

Besides specific supplies listed for each workshop, or session, facilitators should make sure there are:

- \_\_\_\_\_ Agendas and facilitator notes
- \_\_\_\_\_ Flip chart, paper and markers
- \_\_\_\_\_ Sharpened pencils or pens
- \_\_\_\_\_ Name tags and/or name plates
- \_\_\_\_\_ Sign-in sheets
- \_\_\_\_\_ Childcare sign-in sheets and reimbursement forms (if needed)
- \_\_\_\_\_ Masking tape
- \_\_\_\_\_ Handouts