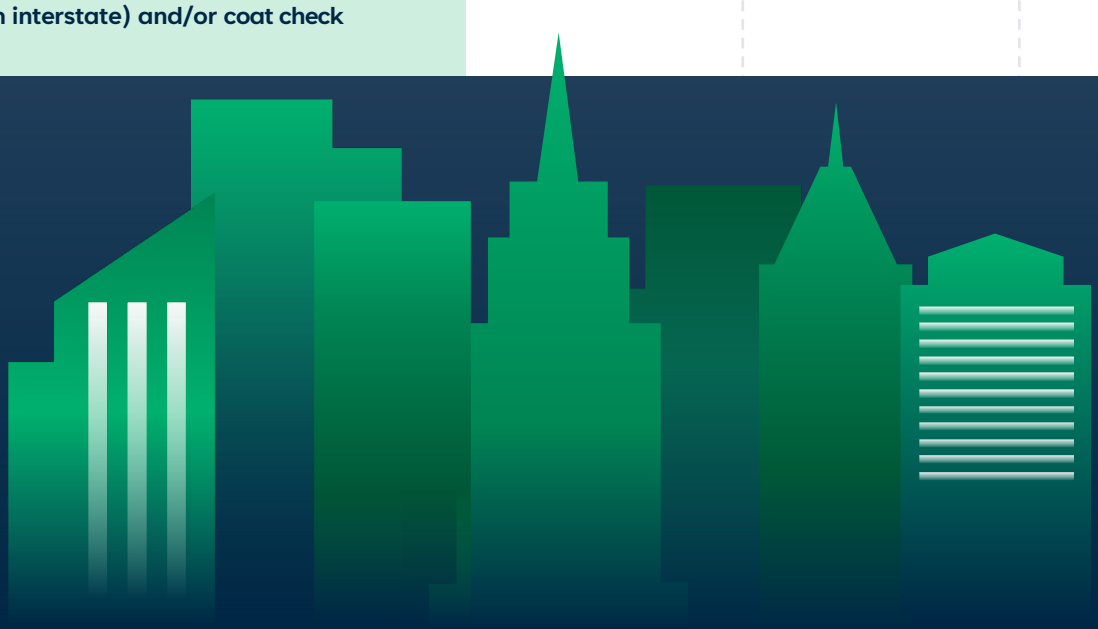
Preparing for a workshop?

A checklist for the organising team

Selecting an appropriate venue is a crucial aspect of workshop coordination. Ensuring that the venue setup and associated logistics support and enhance the delivery of your workshop is essential the next step. It is important to keep in mind that the participant experience is paramount. To help you think through and plan key aspects of workshop logistics, please use the following checklist.

Venue	Who?	By when?	Progress/notes
Confirm venue • Confirm in person vs. hybrid participation			
Conduct a site visit and confirm: • Parking/directions for public transport • Disability access and accessibility requirements • Catering set up • Table configuration (cabaret, u-shaped, rounds) • Signage requirements (directional, lectern sign, banners) • Confirm contact details for venue manager and AV representative and deliveries			
Confirm reception/registration table requirements • Who will greet participants on arrival? • What will participants receive at reception desk (lanyard/ name tag, agenda, materials)?			
Confirm break logistics • Timing and location of morning tea/lunch/breakout sessions, etc. • Workshop friendly playlist/background music to play during breaks • Movement of participants between rooms/sessions			
Confirm catering and dietary requirements with venue • Consider most appropriate catering for the workshop (working lunch, bowl food, finger food) • Confirm dietaries with venue			
Other considerations • Consider a luggage store (if participants travelling from interstate) and/or coat check facility			



Preparing for a workshop?

rightlane

Room setup	Who?	By when?	Progress/notes
Confirm required room set up with venue including: • Table configuration • Location of lectern, small table for notes, water, etc. • Panelist table or speaker table • Microphone requirements (i.e. lapel mic for facilitator; hand held mics for curators; roving mics available for general audience questions and interactions)			
Other materials and requirements • Sharpie textas, pens, notepads, whiteboard markers, whiteboard eraser, post it notes, blue tac/pins for attaching posters, scissors, stapler • Large format data capture templates • Confirm if posters can be attached to venue walls (if not, additional whiteboards/pin boards/easels to be provided)			

Participants	Who?	By when?	Progress/notes
• Confirm dietary and accessibility requirements			
• Create name tags or tent cards			
• Printed (and digital) seating allocations			
• Arrange table numbers and water for each table			
• Allocate breakout groups (including for online participants)			
• Consider roles during workshop/breakout groups (discussion leader, table leaders, scribe, etc.)			

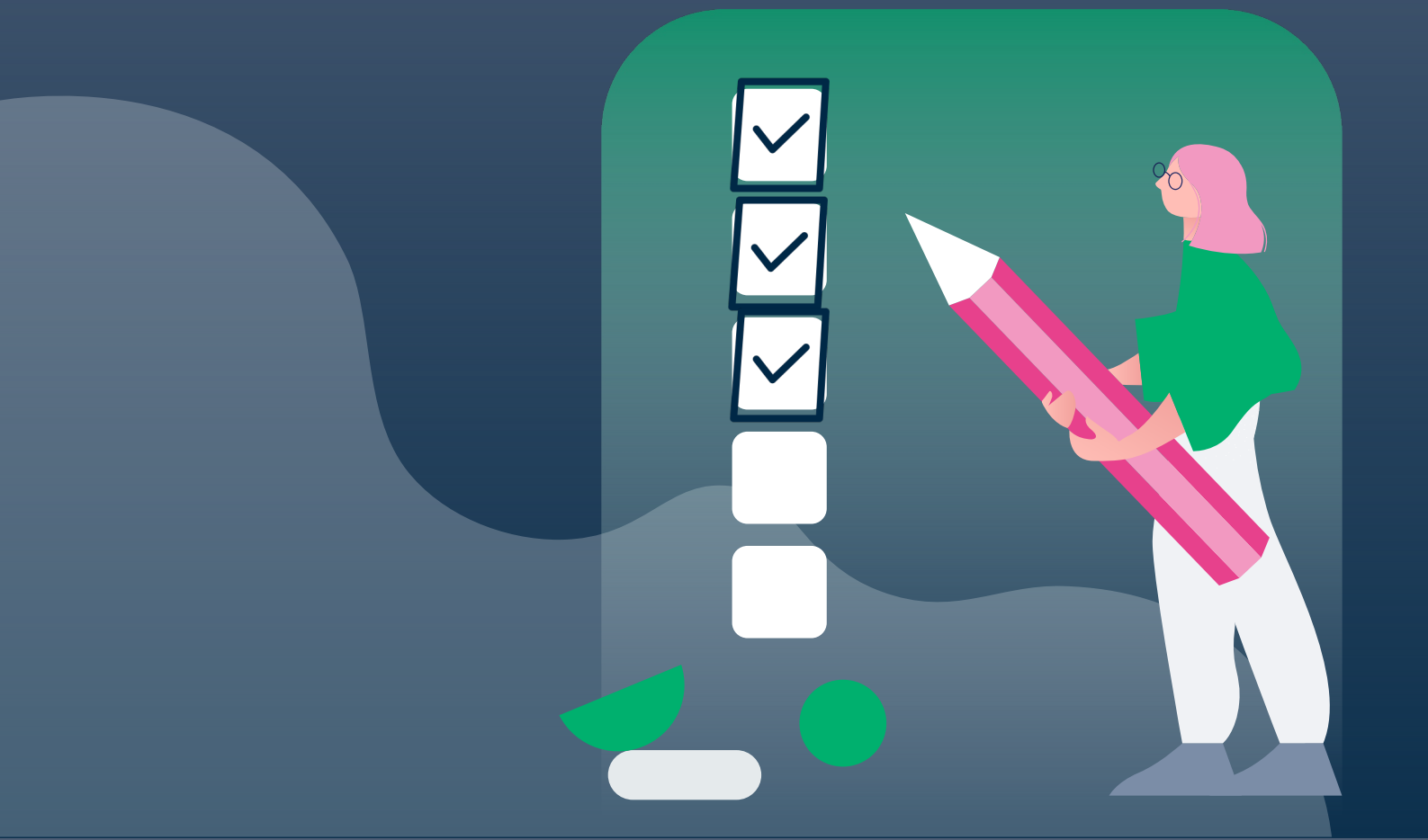
Speakers (client and non-clients)	Who?	By when?	Progress/notes
• Write the introduction for the day (e.g. introduction for the CEO, Chair, etc.)			
• Create written instructions for panelists/debaters/speakers (with a focus on context, their role, intended outcomes)			
• Obtain a copy of speakers' slides/materials and format if required			
• Coordinate bios (and photos) of participants, speakers and panelists for facilitator			
• Provide each speaker with a briefing/briefing notes			
• Arrange gifts to non-paid speakers			

Preparing for a workshop?

rightlane

Workshop audio/visual materials	Who?	By when?	Progress/notes
• Confirm AV requirements (e.g. projector, television screen, audio)			
• Confirm large whiteboard(s) and flip charts (e.g. A1 size, how many?)			
• Arrange necessary technology for hybrid workshops to ensure online participants can see and hear the whole room clearly			
• Test audio and screen sharing in advance			
• Confirm the requirements for tech support on the day			

Possible engagement techniques	Who?	By when?	Progress/notes
• Guest speakers			
• Panels/debates/vox pops (interviews)			
• Graphic facilitator			
• Real-time polling service			
• Technology for capturing questions digitally			



Level 39, 2 Lonsdale St
Naarm (Melbourne)
VIC 3000

44 Martin Place,
Gadigal Country (Sydney)
NSW 2000

W: rightlane.com.au
T: 03 9428 5336
E: info@rightlane.com.au