



# 3 to 4 Months Before Workshop

## Workshop Requested or Recruited

-workshop idea is initiated by Facilitator, workshop partner, or KACEE Staff

-KACEE staff works with facilitator(s) to develop a workshop plan

- Facilitator and KACEE Education Staff

## Select Appropriate Projects

-review KACEE's workshop menu and decide which project(s) to offer (WET, WILD, WILD Aquatic, PLT, LEP, Growing Up WILD or PLT Early Childhood)

-Facilitator or KACEE Education Staff

## Select/Contact Co-Facilitator If Necessary

-decide if need or can bring in a co-facilitator from surrounding area and if so contact them

-Facilitator or KACEE Education Staff

## Set Date, Time, Location & Registration Fee

-Consult workshop partners and potential participants to select the most convenient Date, Time, and Location

-reserve workshop facility

-set fee to include books, meals facility, etc.

-Facilitator



# 2 to 3 Months Before Workshop

## **Define Workshop Objectives and Explore Ideas**

-meet with workshop partners to outline overall workshop goals, objectives, available resources and constraints

-brainstorm preliminary ideas for activities, field studies, guest speakers, and resources to include in agenda

-Facilitator

## **Decide if Credit will be offered**

-for workshops 16 hours or more in length, determine if graduate credit will be offered

-for early childhood workshops, determine if clock hours will be offered

-contact KACEE's office manager for credit requirements & process

-Facilitator

## **Develop and Distribute Registration Forms**

-develop a form that includes workshop information and registration (or request assistance with form from KACEE)

-KACEE will post forms and develop online registration if registering through KACEE

-KACEE Education Staff or Facilitator

## **Publicize, Promote, and Market**

-distribute registration information to your target audience first

-contact KACEE for help to promote through seekers list, facebook, green schools, news releases, etc. as needed.

-Facilitator & KACEE Education Staff



# 1 to 2 Months Before Workshop

## Develop Workshop Agenda

-select and organize activities, field studies, speakers, etc. for your workshop

-Coordinate your agenda with workshop partners and co-facilitators

-Facilitator

## Develop Graduate Syllabus

-if graduate credit is offered, contact KACEE 5-6 weeks prior to the workshop with your agenda to collaborate on the Syllabus & Application

-review syllabus with KACEE and submit to college for course approval

-Facilitator & Melissa

## Confirm Workshop Logistics

-make arrangements with KACEE to pick up or have books shipped to your location

-contact workshop facility to confirm dates/times/room set-up, special needs, etc.

-book/confirm guest speakers, field studies, etc.

-Facilitator

## Arrange for Meals, Snacks, Refreshments

-if providing a meal, contact local partners or KACEE's Office Manager for area caterers

-Facilitator and KACEE Office Manager



# 1 month to Day Before Workshop

## **Continue to Promote the Workshop**

-if space is still available, send a registration reminder email to organizations & individuals on your promotion list

-ask partner organizations and KACEE for help getting the word out

-Facilitator & KACEE Educa-

## **Compile & Confirm Registrations**

-compile list of registrant names, contact information, and payment status

-send email or letter to registrants to confirm the workshop dates, times, any last minute details or information, etc.

-Facilitator or KACEE Office Manager

## **Gather Workshop Materials and Prepare for Workshop**

-correct # of handouts, supplies, books, etc.

-review activities, agenda, etc.

-facilitator paperwork, clock hours certificates, grad credit paperwork, etc.

-load vehicle the night before the workshop

-Facilitator



# Day of Workshop

## Arrive Early to Workshop

-be at workshop at least one hour before the start time

-unload vehicle and prepare for workshop (get activities' supplies set up/organized)

-set up sign-in sheet and name tags first thing

-Facilitator(s)

## Collect Registration Fees & Credit Forms

-collect registration fees from participants who have not yet paid

-collect forms and payment for graduate credit

-Facilitator(s)

## Conduct The Workshop

-have good reminder notes/outline of the workshop

-use an ice-breaker, have participants wear nametags, and be sure they get to move around

-hand out agendas first thing and books after lunch

-Facilitator(s)

## Fill Out and Collect Necessary Paperwork

-participants fill out all necessary forms while at the workshop (sign-in sheet, evaluations, and if necessary college credit forms)

-collect all paperwork

-if clock hours offered, distribute certificates at the end

-Facilitator(s)



# After the Workshop

## Turn in Documentation of Workshop

- fill out facilitator reporting form and attach an agenda, sign-in sheets, and evaluations
- turn in registration money collected during workshop
- turn in college credit forms and payment
- Facilitator(s) turn all documentation in to KACEE Office Manager ( no later than 2 weeks after workshop)

## Self Evaluate & Provide Feedback

- review workshop evaluations. What went well, what could you improve for next time?
- follow up with KACEE Education Staff if additional support or resources are needed
- Facilitator