

Master Check List for Workshops

Getting Started

- Workshop is initiated by either you (the facilitator), KACEE, or an interested outside party
- Select appropriate program / workshop
- Identify date, time and location (remember basic workshops require 6 contact hours)
- Request or select a co-facilitator (optional)
- Contact KACEE's Coordinator of Education Programs with details about the workshop (if the workshop was not initiated by KACEE staff)
- Develop and distribute a workshop flyer (can be posted on www.kacee.org)
- Publicize!

Proper Preparation

- Know Your Audience: tailor your workshop for their needs
- Define workshop goals, objectives, and constraints
- Define strategies for overcoming constraints and identify what materials and support people will be needed
- Define requirements for credit and coordinate with KACEE and college offering credit (optional)
- Develop and agenda with appropriate activities to meet goals, objectives, and the needs of the audience
- Continue to distribute promotional materials
- Contact resource people / gather resources (as applicable) -- confirm delivery or pick up of books from KACEE
- Arrange for meals / refreshments (if applicable)
- Make necessary confirmations with registrants
- Gather materials (you may want to consider having a "workshop kit")
- Load vehicle! Don't forget your books! Know how to get to the workshop location!

At the Workshop

- Arrive early and prepared!
- Use a sign-in sheet (send this in to KACEE with a copy of the workshop agenda!)
- Have participants wear nametags!
- Collect workshop fees from participants that haven't paid
- Hand out agendas at the beginning of the workshop
- Use an icebreaker!
- Don't hand out the books at the beginning of the workshop; wait until lunch (at the earliest!)
- Rely on your facilitator skills! Use your "reminder list" to refresh your memory and calm your nerves! Be flexible!
- Make sure participants get to move around!
- Have participants complete participant surveys at the end of the workshop

The Documentation Process

- Send in documentation to KACEE offices within two weeks of the workshop
- Include the following items in your documentation:
 - 1) Copy of agenda
 - 2) Copy of flyer or other items used to publicize the workshop
 - 3) Sign-in sheets
 - 4) Facilitator Reporting Form
 - 5) Participant surveys (one per participant)
 - 6) Checks (made out to KACEE / Project Name unless it is a multiple workshop, then made out to KACEE)
 - 7) Copies of invoices sent by facilitator (or information on the reporting form for KACEE to invoice)
 - 8) Reimbursement form – if necessary (in-kind is submitted at the end of each calendar year)