



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.

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.
- Submit a workshop proposal to the PLT Ohio Coordinator (call with any questions).
- Submit copies of your promotional materials to the PLT Ohio Coordinator.
- 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.).
- Determine incentives offered to participants (CEU's, door prizes, college credit, etc.).
- Arrange for refreshments and snacks.

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.