



GEORGIA

project **WET**  
WATER EDUCATION TODAY

# WORKSHOP PLANNING TIMELINE

*A Step-by-Step Model for Guaranteed Workshop Success*

## 8-10 MONTHS OUT

- Identify a Co-Facilitator(s): \_\_\_\_\_
- Pick Date(s) or Month(s): \_\_\_\_\_
- Make a list of possible workshop locations :  
\_\_\_\_\_

## 6 MONTHS OUT

- Have a planning meeting with your co-facilitator
- Decide who your workshop audience will be:
  - the public
  - a private organization
  - a school to train formal educators
- Decide on a theme or grade level based on your chosen audience.
- Divide up planning responsibilities:
  - Who will host registration?:  
\_\_\_\_\_
  - Who will create marketing materials?:  
\_\_\_\_\_
  - Who will submit workshop and materials request forms to GA Project WET, WILD or Learning Tree contacts?  
\_\_\_\_\_
  - Who will coordinate and confirm logistics with the facility where the workshop will be hosted?  
\_\_\_\_\_
  - Who will research & order lunch if needed?  
\_\_\_\_\_
  - Hosting a guest speaker? Who will contact them and coordinate with the agenda?  
\_\_\_\_\_

## 3 MONTHS OUT

- Submit workshop request form with workshop information to GA Project coordinators.
- Create and advertise your workshop with a flyer that includes registration details and pricing to allow participants time to prepare.
- Make sure to include a registration deadline that will allow you enough time to prepare activity materials and to purchase an appropriate amount of refreshments.
- Check-In via email with your co-facilitator to see how they are making progress on their planning task check list.

## 1-2 MONTHS OUT

- Have another planning meeting with your co-facilitator.
- Review the details you have been planning to this point and make sure they are on track to be finalized.
- Create facilitator and participant agendas for the workshop.
  - Facilitator agendas should have more details with timing breakdowns than the participant agendas.
  - Decide who will lead each item on the agenda
- Create a powerpoint to match your agenda  
Set your next meeting date for 1 month out



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*Continued*

## 2 WEEKS OUT

- Send an email to participants sharing additional details about:
    - Location, address and driving directions
    - How to dress to be comfortable
    - What materials they should bring
    - Confirm food restrictions or allergies that need accommodation
    - Let participants know what time to arrive to check-in and the start time for the day
  - Make a packing list
  - Check activity supplies and prepare enough materials for the number of participants
- Download any forms or ppt files from the respective program's website

## 1 WEEK OUT

- Prepare and Print copies:
  - Facilitator and Participant Agendas
  - Sign-in sheets
  - Certificates
  - Evaluations

## THE DAY OF THE WORKSHOP

- Arrive early enough to set up the room
- Lay out agendas, writing utensils, giveaway items on tables where you would like people to sit
- Connect your computer to wifi, set up the projector and make sure that sound is working for any video or audio you are planning to share
- Greet your participants!
- Track your actual timing for each item on the facilitator agenda.
- Take pictures of the fun happening!!

## 1 WEEK AFTER

- Review how everything went while the event is still fresh on your mind
- Make notes about adjustments to your activities or the schedule you would like to make for your next workshop.
- Post pictures and a summary of the workshop on social media or share your pictures with us and we can post for you!
- Scan and email all sign-in sheets and evaluations
- Mail or drop-off leftover curriculum guides and payment collected for curriculum guides to the GA Project WET, WILD or Learning Tree coordinator.
- CELEBRATE!! Pat yourself on the back! This is a big accomplishment. Your workshop is done, and now you can enjoy the success of putting in the time and effort to provide an opportunity for growth...to you and your participants. That's a win in our books!!

## NEXT TIME....

things will be much easier now that you have hosted a workshop. Your planning timeline can be shortened if you are going to reuse the format from your first workshop. Try to mostly copy and paste things if you liked how it went the first time, but make notes about what didn't work or adjusting things based on the number of participants. Consider adding another curriculum guide to your next workshop or even adding another co-facilitator to host your first triple workshop!