# Sample Project WET Educator Workshop Planning Timetable

*EXAMPLE: Project WET Workshop in December*

## 2 MONTHS OUT (October)

Prepare Workshop Agenda and gather materials for activities; check the Standards correlations online for each activity (<https://projectwet.georgia.gov/ga-education-standards>)

Find a location with running water and indoor and outdoor areas; research food options

Contact speakers if any

Prepare press releases, contact local newspapers or advertisers

Prepare and post promotional flyers with registration form, advertise on projectwet.ga.gov and eeingeorgia.org

Send Proposal Form to obtain Guides from GA Project WET (at least 4 weeks ahead)

Send Classroom Tools Form if needing additional materials from GA Project WET

## 1 MONTH OUT (November)

Confirm speakers

Confirm location, refreshments, etc.

Pre-register workshop participants and confirm plans with them

Check WET shipment for accurate number of Guides, certificates, etc.

(We will send you blank certificates and you will complete them with the names and date then send or give them to participants)

## MONTH OF WORKSHOP (December)

Conduct Project WET Workshop AND collect the following:

 Workshop Sign-in Sheets\*

### Volunteer Waiver Form

### Workshop Evaluations

**FOLLOWING WORKSHOP**

 **Send copies of the following documentation to GA Project WET** (can email electronic forms)

* Workshop Sign-up Sheets (or XL file) and Volunteer Waiver
* Workshop Evaluations
* Facilitator Reporting Form
* Payment for the Project WET Guides (check made to EEA/Project WET)
* Unused WET and Urban Watershed Guides

\**Please have participants sign in daily. A* ***sign-in/out sheet*** *has been provided for you in your facilitator’s handbook/online. This information is used to verify certification and enters our database. Please make sure that you can read their name, email, address and phone numbers.*

**ALL FORMS ARE AVAILABLE ON PROJECTWET.GA.GOV/FACILITATOR**

**and can be emailed or mailed to us after your workshop.**