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| Workshop execution checklist | | | |
| Time of execution | Responsible person | Task | Description |
| Before the workshop | ….. | Space setup | * Whiteboard * Papers and sticky notes * Markers and pens * Tables and chairs |
| ….. | Technical check | * Projector, speakers, WiFi connection * Cables and laptop for presentation |
| ….. | Registration desk | * Welcome the guests * Bring paper tape and a marker for name tags * Ask participants to write their name tags * If you plan to take photos ask the participants to sign the agreement form ([link](http://info.teachsurfing.org/training/photo-permission.pdf)) |
| ….. | Printing material | * Print the handout material * Print the list of participants * If you will be collecting the feedback offline, print the forms ([link](http://info.teachsurfing.org/training/participants-feedback-form.docx)). |
| ….. | Workshop material | * Prepare and distribute your workshop material, such as painting materials, tools, instruments, etc. |
| ….. | Coffee break setup | * Prepare drinking water and glasses * Buy coffee, tea, and cookies * Prepare the coffee/tea and set the cups |
| ….. | Briefing of volunteers | * Have an introduction round for all the volunteers (name, expectation) * Inform volunteers about TeachSurfing * Inform them what their tasks are and how the workshop is structured |
| During the workshop | ….. | Time keeping | * Have the agenda and remind the TeachSurfer about time limits |
| ….. | Taking photos | * Make sure to take pictures only from people who signed the agreement form |
| Host organisation representative | Hosting | * At the beginning of the workshop: present the Host organisation, TeachSurfing and the TeachSurfer * During the workshop: support the TeachSurfer and announce the breaks * At the end of the workshop: distribute and collect feedback forms online or [offline](https://docs.google.com/document/d/1fq9shm_vTsKy0XI0ZHUb8JwnCvBWSvkysAjrH6YHnfQ/edit?usp=sharing) |
| After the workshop | Everyone | Cleaning | * Set the location to its original format * Collect, wash, and replace the cups and plates used during the break |