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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
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| ….. | Technical check | * Projector, speakers, WiFi connection
* Cables and laptop for presentation
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| ….. | 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))
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| ….. | 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)).
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| ….. | Workshop material | * Prepare and distribute your workshop material, such as painting materials, tools, instruments, etc.
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| ….. | Coffee break setup | * Prepare drinking water and glasses
* Buy coffee, tea, and cookies
* Prepare the coffee/tea and set the cups
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| ….. | 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
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| During the workshop | ….. | Time keeping | * Have the agenda and remind the TeachSurfer about time limits
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| ….. | Taking photos | * Make sure to take pictures only from people who signed the agreement form
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| 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)
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| After the workshop | Everyone | Cleaning | * Set the location to its original format
* Collect, wash, and replace the cups and plates used during the break
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