

INDIA: DRAFT WORKSHOP CHECKLIST

APPROVAL	
Do you have approval for the workshop?	
Do you have a letter of instruction or invitation for the participants?	
FINANCES	
Do you have clarity on the budget and who will pay for what?	
Have you listed all possible expenses?	
Do you have funds to cover all expenses?	
Do you have enough petty cash?	
VENUE	
Did you book the venue?	
Did you visit the venue before the workshop?	
Is the room big enough for the group?	
Is it the right kind of room for your activity for example a seminar with static seats or a workshop where the chairs can be moved?	
Are there breakaway rooms for group work?	
Is there electricity at the venue (good lighting, enough plugs)?	
Are there enough toilets and are they working properly?	
Is there a place to make food, coffee and tea?	
Is there a fridge, stove or kettle? If you need to make it yourself.	
Are there enough plates, cups and cutlery? If you need to provide food.	
If the participants stay over:	
Are there enough rooms for everyone?	
Are there enough beds, mattresses and linen?	
Are there cleaning materials?	
Remember to bring toilet paper and big bags for rubbish?	
TRANSPORT	
Did you arrange transport to and from the venue for the participants?	
Did you arrange transport to and from the venue for the presenters or trainers?	
Did you arrange transport to and from the venue for the organizers	
Did you arrange transport to and from the venue for the cooks and admin personnel?	
Have you booked and paid for the buses, trains, taxis or aeroplanes?	
Has everyone been informed about the transport arrangements?	
Did everyone get their transport tickets?	
EQUIPMENT	
Do you have a white board or black board? Do you have the correct pens?	
Do you have a flipchart stand and flipchart paper?	
Do you have a video recorder and TV to play videos (If you are going to use videos)	
Do you have a computer and LCD projector (If you are going to use a DVD or Video CD)?	
Do you have the right connection cables?	
Did you check before hand that the equipment is working?	

Are there plugs at the venue working?	
NB: Do not forget to bring extra extension leads, double adaptors, adaptor plugs and insulation tape and screw driver to fix anything that may break)	
RESOURCES	
Does each participant have a copy of the programme?	
Does each participant have resource material?	
Does each participant have an evaluation sheet or questionnaire?	
Does each participant have a pen, pencil and a writing pad to write in or make notes?	
PROGRAMME	
Do you have a clear and detailed programme?	
Have you allowed time for breaks and rest?	
Do you have a variety of topics and methods of presentation?	
STATIONARY	
Nametags or labels to write names on	
Newsprint / flipchart paper	
Pens and pencils for the participants	
Rulers	
White board and flipchart pens	
Tape	
Bluetag/ Prestick	
Glue	
Erasers	
PRESENTERS/TRAINERS	
Do the presenters know:	
• How long their sessions will be?	
• What they have to present?	
• What else will be covered during the workshop? How they will fit into the workshop?	
• Who will be the target group?	
• How many participants will attend?	
• Where the venue is?	
• What the venue is like?	
• Which equipment will be available?	
Do YOU know:	
• What the presenter will cover?	
• What equipment they will need?	
• If they would need a translator?	
• Have you arranged transport and accommodation for the trainers?	
PARTICIPANTS (LEARNERS)	
Did every participant receive an invitation or instruction to attend the workshop?	
Do the participants know where the venue or workshop will be held? Do they have clear instructions on how to get there?	
Does every participant know:	
• What to expect from the workshop?	
• What to bring?	
• How to get to the venue (map)?	
• Transport and accommodation arrangement?	
Do YOU know:	

• How many persons will attend the workshop	
• What language they speak	
• If they have any medical problems?	
• If they have any meal requirements?	
FOOD	
Do you have someone to prepare food for the participants?	
Is the menu worked out?	
Have you considered the special needs of the participants? (Halaal, Kosher or vegetarian food, etc)	
Is their enough coffee and tea?	
Water for the tables?	
FIRST AID/MEDICAL	
Do the organisers have basic knowledge of first aid?	
Do you know where the nearest doctor or hospital is?	
Do you have a first aid kit?	
Do you have contact numbers for each participant?	
Do you have emergency numbers for each participant if something goes wrong?	