

***DAY OF WORKSHOP CHECKLIST***

* Lifeguards have been selected and introduced to the trainer
* Food ordered and delivery confirmed.
* Contact media outlets about your event. (Please see press release on website)
* Trainer has access to location 1 hour before the workshop.
* Table at the front of room for trainer with water
* Tables and chairs are set up
* Large Post-it notes or easel with paper at front of the room with markers
* Audio and Visual is checked/working
* ”Leaving in Good Hands” resource filled out
  + <https://www.soulshopmovement.org/host>
* PowerPoint Projector
* Check-in table
  + Name Tags
  + Sign In sheet
  + Workbooks handed out
* Set-up table for book sales
* Representatives are selected to assist the presenter (handing out stickers, collecting evaluations, working the book table) and they have been introduced to the trainer.
* Prepare to welcome attendees and introduce trainer
* Thank participants and partners at end of workshop

AT THE END OF THE DAY

* All evaluations are collected and delivered to the trainer.
* Any leftover books are handed to trainer or mailed back to
  + Soul Shop / Malia Nix, 518 Meadow Creek Dr., Tyler, TX 75703

Please sign below to acknowledge receipt of the information listed above.

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