Preparation Checklist

2 Months Before

- ☐ Set a date
- ☐ Make a schedule
- ☐ Book a room or decide on an online platform
- ☐ Book catering (if required)

1 Month Before

- ☐ Advertise your course. Places to advertise:
    - ☐ Organisation/department notice boards
    - ☐ Newsletters
    - ☐ Twitter/Social Media
    - ☐ Email
    - ☐ Website
- ☐ Provide a way to register
- ☐ Tell students if they need to source their own kits

1 Week Before

- ☐ Close registration
- ☐ Set up online meeting
- ☐ Provide participants with:
    - ☐ Location/joining details
    - ☐ Agenda
    - ☐ List of what they need to bring (laptop etc.)
    - ☐ Details of any preparation steps
      (e.g. download XOD software, Beginner's Guide and USB drivers)
- ☐ Make sure you are comfortable with the materials
- ☐ Do a practice run through (if desired)

On The Day

- ☐ Prepare workshop space
- ☐ Hand out kits (if providing)
- ☐ Record workshop (if desired)
- ☐ Run workshop

Post-Workshop

- ☐ Prepare questionnaire (if desired)
- ☐ Send follow-up email. Possible content:
    - ☐ Thank participants for attending
    - ☐ Tell them where to find further help and information
    - ☐ Tell them about any further training or events
    - ☐ Ask them to complete questionnaire
    - ☐ Send link to recording
- ☐ Review and learn from questionnaire responses