

HOW TO DO A WORKSHOP

At the district level, discuss and agree on the following:

1. A date, time and place at least 3-4 months in advance. Make sure the date doesn't coincide with major holidays or other significant events and is likely to be as convenient as possible for the largest number of potential participants.

2. Decide on a workshop topic and sub-topics and on how to present these, for example, will you have a panel discussion? Speakers? Will there be smaller breakout sessions? Some other format? Make sure your topic is sufficiently broad to allow for a variety of workshop breakout sessions and/or speakers but sufficiently narrow to be covered within the time frame you've established.

3. Decide on how to identify appropriate panelists/speakers – and who will be doing the identifying – and the timeline in which to have people committed to participating. Have any panelists, speakers, etc. lined up at least one month in advance so you have time to get instructions to them and they have time to ask questions.

4. Who is going to do what ahead of time:

- create a flier and the means of distributing it as early as possible
- develop the agenda and schedule for the day
- ensure that workshop space is secured, including signing a contract and making payment, if necessary, and ensure that chairs, tables, microphones, whatever else may be necessary are arranged – will you need kitchen space? Access to coffee makers or other equipment?
- create and distribute instructions for the speaker(s)/panelists to ensure they know what they need to be preparing for and what to expect the day of the workshop itself
- create a handout for participants at the workshop itself that provides the schedule for the day and where to find breakout rooms for specific sub-topics, etc.
- arrange for food and drinks or otherwise agree on hospitality (e.g., make the workshop a potluck); arrange for paper products (plates, napkins, cups, tablecloths, etc.) and other items (trash bags, paper towels, etc.)
- arrange for CAL sales, if/as appropriate
- preview the workshop space and think about what will happen where, how to set up tables, chairs, food, etc. Think about what will happen where and in what order – will signage be needed to direct participants throughout the course of the workshop?
- think about what else might be needed – e.g., flip charts, markers, paper, pens?

5. Who is going to do what on the day of the workshop:

- set up tables, chairs, etc.
- welcome speakers/panelists
- greet participants as they arrive
- serve as MC for the workshop and otherwise lead (e.g., ask questions of panelists) – what does an MC need to be sure to say (in addition to introducing the workshop itself, where are restrooms, Tradition 7 basket, literature sales, anything else you can think of)
- clean up and break down tables, chairs, etc. and restore the space to its original condition

6. Aftermath

- as a district committee, discuss how you think it went, what could/should have been done differently to make it better, etc.
- send out thank you notes/emails to the speakers/panelists and others as appropriate