



The Presentation Power Workshop

Meeting Planner Workshop Checklist

Please use the following checklist and the attached Workshop Room Requirements sheet to help you coordinate the workshop for your organization.

- ✓ Reserve a room large enough to accommodate the layout on the Workshop Room Requirements sheet. Make sure the room will be available for at least a half hour after the workshop concludes.
- ✓ Arrange for all of the audio/visual support listed on the Workshop Room Requirements sheet.
- ✓ Make arrangements for catering. A proposed break schedule and catering list is included below. A supply of liquid refreshments should be available throughout the workshop.
- ✓ On the day of the workshop make sure the training room is prepared according to the Workshop Room Requirements sheet at least one and one-half hour before the start of the workshop. Please make arrangements for Gary Hankins to be admitted to the room one and one-half hour before the start of the workshop.

Suggested Catering and Break Schedule

- 6:30 a.m. Gary will arrive
- 8:00 a.m. Continental breakfast suggested
- 8:30 a.m. Workshop begins
- 10:00 a.m. Break. Fresh coffee suggested
- 10:15 a.m. Workshop resumes
- 12:00 p.m. Lunch. Arrangements should be made for the entire group
- 1:00 p.m. Workshop resumes
- 2:00 p.m. Break. Soft drinks and mineral water suggested
- 2:15 p.m. Workshop resumes
- 3:30 p.m. Break
- 3:45 p.m. Workshop resumes
- 5:00 p.m. Workshop concludes