

# WORKSHOP CHECKLIST

## BEFORE WORKSHOP

**Materials** - gather all needed materials (post-its, sharpies, magic paper etc.), they have to be unpacked!

**Room set up** - table configuration, facilitator table, table for water and food, place post-its, pens, notepads, etc.

**Music** - find and check if the speaker is working

**Lunch** - plan all breaks and lunch before workshop (find lunch place, plan budget and prepare cash before workshop)

**Recording** - plan who is responsible for taking notes/audio recording/photos

**(online) Miro board** - make sure that all elements except post-it's and voting dots are locked, give access to Miro for all participants,

**(online) Gear** - check headset, microphone, internet connection

## AT THE BEGINNING

**Introduce everybody** - go through each participant and each facilitator

**Explain your role** - make sure everyone understands your role during the workshop

**Timer** - each exercise is time-boxed, remember to set the timer!

**Moderator** - helps participants, moves post-its, delete/group repeating post-its before they are read aloud

**Decider** - Set and explain rules of Decider

**Paring Lot** - Set and explain rules of Parking Lot area