

HIV/AIDS WORKSHOP CHECKLIST

2-4 WEEKS PRIOR TO WORKSHOP:

	Check	Due Date	Date Completed
Send out invit/posters			
Book venue			
Book food persons			
Book guest speakers			
Make out Aim/Obj Frm			

1 WEEK PRIOR TO WORKSHOP:

Finalise workshop materials/copies	
Confirm venue & check equipment available	
Get venue quote/cost	
Get venue directions/maps	
Confirm food preparations	
Get caterer food prices	
Finalise workshop sessions	
Confirm other speakers	
Make appointment with host (Pastor Leader)	

1 DAY PRIOR TO WORKSHOP:

Make up handout boxes for materials	
Packing list:	
Files	
Registration forms	
Evaluation forms	
Workshop programmes	
Name tags	
Cash receipt book	
Cash box/money	
Video/other materials	
White board pens & chalk	

DAY OF WORKSHOP:

Review each session	
Cover windows if necessary	
Check equipment	
Set up equipment – ready for use	
Set up registration table:	
Registration forms	
Name tags	
Arrange seating	
Put up wall posters	
Set up tea table	
Programmes	
Have greeter at the door	