

Final Day Checklist

This checklist will help you review everything that needs to be done the day prior to the workshop so that nothing is forgotten.

_____ Room is organized in the proper manner

_____ Tables are arranged appropriately

_____ All equipment is functional and ready

_____ Refreshments

_____ Copies of all documents

_____ Disks

_____ Other supplies (markers, post notes, pens, paper, flip charts...etc)

_____ **Laptop and software is functional**

_____ Coordinate with the facilitator as to whom should say what during the workshop introduction. Facilitator should provide a brief biography so you can introduce him or her.

_____ Discuss introduction with welcoming officials

_____ Review agenda and make modifications as necessary

Notes:
