

### Workshop Planning Data

**Purpose:** The purpose of the following tables and forms is to keep track of essential expert availability and manpower information.

**Date of Workshop** \_\_\_\_\_ **Room Location:** \_\_\_\_\_

| Name of Attendees                | Phone | Initial Contact Date | Confirmation Date | Read-Ahead Sent Date |
|----------------------------------|-------|----------------------|-------------------|----------------------|
| Coordinator:                     |       |                      |                   |                      |
| Facilitator:                     |       |                      |                   |                      |
| Facilitator: (Optional)          |       |                      |                   |                      |
| Recorder:                        |       |                      |                   |                      |
| Recorder: (Optional)             |       |                      |                   |                      |
| SME: Experienced                 |       |                      |                   |                      |
| SME:                             |       |                      |                   |                      |
| SME: New                         |       |                      |                   |                      |
| SME: Supervisor                  |       |                      |                   |                      |
| SME: Safety Personnel (Optional) |       |                      |                   |                      |
| Manufacture Rep                  |       |                      |                   |                      |
| Manufacture Rep                  |       |                      |                   |                      |
| Manager/Supervisor               |       |                      |                   |                      |