

Guidelines for a Successful Workshop

In an effort to assist you with the workshop arrangements, we offer you this convenient checklist.

Training contact: Michelle Aguayo (562) 467-8777 maguayo@cjpia.org

Workshop name: _____

Workshop location: _____

Workshop time: _____

Training Specialist Name: _____ Tel: _____

Email: _____ Cell: _____

Two Weeks Prior to Workshop

Confirm number of registered participants with training contact

- Number of participants in session 1
- Number of participants in session 2

Confirm requested audio/visual equipment

- Screen
- LCD Projector
- Overhead
- Easel chart
- TV/VCR
- Whiteboard
- Other

- Classroom
- Chevron
- Hollow square
- Rounds
- Theater
- U-shape
- Table for instructor (in front of room)
- Table for sign-in sheet/handouts (in back of room)

- Notify JPIA training contact of on-site contact person's name for day of workshop

Name: _____

Confirm requested seating and room arrangement

Day of Workshop

1/2 hour prior to workshop

- Meet JPIA training instructor
Location _____

- Confirm AV equipment is set up as requested
- Confirm room is arranged as requested
- Confirm room temperature (68 - 72 degrees)
- Set up snacks and beverages
Location _____

Start time

- Session 1 _____
- Session 2 _____
- Lunch set-up time _____

Submit food/beverage receipts with a Request for Reimbursement form to JPIA training contact

Snack and Lunch Guidelines

Suggested morning refreshments

- (not to exceed \$2.00 per person)
- Coffee
 - Juice
 - Water
 - Muffins, pastries, etc
 - Fruit

Suggested afternoon refreshments

- (not to exceed \$2.00 per person)
- Water
 - Soda
 - Juice
 - Fruit
 - Cookies

Lunch

(not to exceed \$10.00 per person)