

Guidelines for a Successful Workshop

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

Training contact: Vanessa Lucero (562) 467-8777 vanessa@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

Confirm requested seating and room arrangement

___ 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: _____

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

(approx. \$2.00 - \$3.00 per person)

___ Coffee

___ Juice

___ Water

___ Muffins, pastries, etc

___ Fruit

Suggested afternoon refreshments

(approx. \$2.00 - \$3.00 per person)

___ Water

___ Soda

___ Juice

___ Fruit

___ Cookies

Lunch

(approx. \$12.00 - \$15.00 per person)