

WORKSHOP CHECKLIST

MAKE SURE AND SUBMIT THIS CHECKLIST
ALONG WITH YOUR PROPOSAL. MARK THOSE
ITEMS YOU COMPLETED/FOLLOWED.

- Limited Number of Facilitators (8 total for a whole day/4 for a half day)
- Interactive Elements are throughout the day
- Reviewed the workshop guidance document
- Used the Learning Objectives tip sheet to develop the learning objectives
- Had all facilitators fill out the google form to confirm participation: <https://forms.gle/M9k1Row7BYnE2B2LA>