

WORKSHOP CHECKLIST

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

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Limited Number of Facilitators (8 total for a whole day/4 for a half day)

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Interactive Elements are throughout the day

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Reviewed the workshop guidance document

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Used the Learning Objectives tip sheet to develop the learning objectives

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Had all facilitators fill out the google form to confirm participation: <https://forms.gle/M9k1Row7BYnE2B2LA>