WORKSHOP PLANNING TEMPLATE

Workshop Description:

Workshop Title:

Workshop Participants:
Number (minimum/maximum):
Intended audience:
Registration details:
Registration deadline:
Cost to participants:
Accommodations:

Workshop Organizer(s):

Workshop Chair:

Workshop Provider(s):
Intended Learning Outcomes:

Workshop Location:

Date and Time:

Budget:

File Folder Location(s):
WORKSHOP PLANNING TEMPLATE

ACTIVITY TRACKER

BEFORE THE WORKSHOP:

FAR IN ADVANCE:

WITHIN A MONTH:

WITHIN A WEEK:

DAY BEFORE:
WORKSHOP PLANNING TEMPLATE

HOUR BEFORE:

Workshop Planning:

Resource Planning:

DURING THE WORKSHOP:

Introduction:

Orientation:
## WORKSHOP PLANNING TEMPLATE

Workshop Activities:

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<tr>
<th>Time Period</th>
<th>Activity</th>
<th>Details</th>
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Wrap-up:
WORKSHOP PLANNING TEMPLATE

AFTER THE WORKSHOP:

Workshop Participant Feedback:

Workshop Provider Feedback:

Workshop Wrap-up:

Reflection and Action: