**Topic**
What is the general topic?

**What data do I have**
Needs assessment or survey data?

**Outcomes**
What will this particular audience want to get out of it?

**Who are my collaborators?**
What are our strengths

**Audience**
Who is this for??

**Logistics**
Room?
Food?
Date?

When would the audience need it?
When would the audience have time to come? (maximizing PD during downtime)

**Marketing**
How much advertising do we need?
How do we advertise? (e.g. website, flyers, etc.)

**Planning**
What do I need to read?
What topics will the audience most benefit from?
How hands on will it be?
Brainstorm sessions and divide tasks/ sessions
What will most benefit the audience? (e.g. bring your own material to work with? sandbox? online delivery? more basic session with materials provided)

**Materials**
What do I have already?
What do I need?

**Marketing**
Who do I need to send this to?

**Delivery**
Modalities - > more than just delivered
Are we recording?
Are we putting it on eLearning?
What materials do we need for repository?

**Take home piece**
What do they really need to take home?

**Post-learning paragraph**
Highlights of the workshop - to copy and paste to their professional development pieces. Sent to them afterwards.

**Evaluation**
Survey?
What to keep, what to lose?

**Reflection**
What is the recurrence interval for this workshop? Will it be part of regular programming?