**General Checklist for Workshop Planning**

This is a orientative list of tasks to consider in planning the workshop, but you should be sure to consider the specific context and situation of your event as you develop your planning.

**Four to six months before the start of the workshop**

**•** Familiarise yourself with the Toolkit to develop a clear sense of what resources (inputs) you will need to run the workshop.

**•** Identify an organising team, including facilitators, and establish clear roles.

**•** Decide upon an M&E plan for the workshop.

**•** Decide on the schedule you will use for the workshop, for all three blocks.

**•** Select start and end dates.

**•** Develop clear and transparent guidelines for nomination or (if using an open admissions call) selection process.

**•** Select (and reserve or acquire, if necessary) a platform or approach for the distance blocks of the workshop.

**•** Select and reserve a physical location for Block 2 of the course.

**•** Set nomination or application deadlines.

**•** Develop and circulate materials to advertise the workshop, including clear guidelines for the selection process.

**Three months before the start of the workshop**

**•** Complete selection and nomination process and inform selected and non-selected students of their status.

**•** Determine any travel or visa needs of facilitators and / or participants.

**•** Begin travel reservation (transport and accommodation) and visa application process.

**Two months before the start of the workshop**

**•** Test platform or approach for distance blocks of the workshop.

**•** Confirm physical classroom spaces.

**•** Order catering, if necessary, and / or plan how participants from out of town will have meals.

**•** Organise any social events or activities that you may (optionally) choose to include in the workshop.

**•** Meet with facilitating team to begin adapting materials to context / experience.