**Aging In Place Workshop Checklist**

**Pre-Planning:**

* Select preferred agenda type (templates provided; editable versions on website)
* Set event date/time; reserve venue, contact person/phone # for event space \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Determine if you need to charge a fee to cover the costs of the workshop (e.g. workbooks)
* Determine minimum and maximum # of participants
* Send invitations or publicize event (email, social media, physical flyers, etc.)
* Determine if and how you will use technology (presentation slides, videos)
* Determine room setup (placement of tables and chairs, computer, projector, screen)
* Send out reminder to registered participants (include directions)

**Printing:**

* Agenda for each participant (or at least one per table)
* Workbook for each participant (bound or placed in three-hole punch folder)
* Local Resources Sheet and/or Workshop Evaluation Form (both optional)

**Technology:**

* Download template presentation (template provided; editable version on website)
* Computer (pre-load and open presentation and video links—test before participants arrive)
* Projector (clicker optional)
* Microphone and/or speakers if needed
* Connector cords for computer & projector (make sure you know what kind you will need)
* Multi-prong extension cord or surge projector

**Miscellaneous Supplies:**

* Directional signage (optional)
* Refreshments + cups, napkins, etc. (optional)
* Adhesive nametags + sharpie/marker; extra pens and pencils; scrap paper or note cards
* Timekeeping device (feel free to ask a participant to help with timekeeping)
* Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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