

## **Program committee checklist for opening a workshop**

Arrive 20 minutes before the workshop, bring workshop format, reading cards, any other necessary material, and speaker gifts (if any)

Prior to the start of the workshop:

- Scan the room to be sure that chairs are in place, the microphone is working, and there are no housekeeping needs. If there are any issues, contact hotel liaison.
- Identify the speakers and introduce yourself to them. Thank them and give them their gift, and show them where to sit. Identify speaking order (typically this is based on clean time; the member with the most time speaks last)
- Identify the leader and introduce yourself. Thank them. Review the workshop format with the leader for any questions or concerns
- Identify any readers and let them know they are expected to read from the podium.
- Confirm that the recording company is prepared to record the workshop.

Note: if a leader or speaker fails to attend, you may need to select someone from those in the room to lead or speak. Generally, it is best to wait until the last minute to make this decision.

Once the workshop has started, generally your work is done. A few exceptions include:

- If the leader has any trouble with their assignment you may need to help them.
- If there is an accident or event in the workshop that requires attention, contact the hotel liaison.
- Note the approximate number of attendees in the workshop and write that on the format sheet once you get it back at the end of the workshop

Stay attentive of what is going on in the workshop till the end

Once the workshop ends, collect readings and formats (be sure to note the number of attendees) and return them to the Program Room