



Organising your EACH workshop
Who does what tick-sheet

Action	Who is responsible? CO = community organisation = You ET = EACH team = us	Has it been done?
Give ET the dates of your workshop, with details of any venue that you would recommend to use for it.	CO	
Book recommended venue for the dates given and obtain name and contact details for the member of staff on duty on the day and get advice about parking options. Pass information to CO.	ET	
Visit the venue before the session and check arrangements for refreshments, where to plug in IT you will use and any access issues you need to be aware of for the day of the workshop.	CO	
Get session plans to ET by end of 2011 or date agreed separately.	CO	
Send ET your workshop programme and any supporting powerpoint 4-6 weeks before the workshop.	CO	
Create on-line advertisement for the workshop including booking link. Send link to workshop trainers.	ET	
Let local contacts/anyone who has registered an interest know the workshop date and link for registering on line.	CO and ET	
Provide workshop leaders with electronic advert for future translating and interpreting workshop to be advertised at the intercultural workshop.	ET	
If organising lunch – CO providing, then ET to supply dietary needs list. If CO not providing, need to let ET know so they can organise if needed.	CO and ET	
Send delegates joining instruction and provide trainers with delegate list, including job descriptions and any special needs a week before workshop.	ET	
Use delegate list to identify numbers of handouts needed and print them.	CO	

Within 2 weeks after the workshop, CO to send ET following:

- Use evaluation summary sheet to summarise individual sheets. Submit summary sheet to ET.
- All soft outcome sheets to ET – both the start and end versions.
- Your feedback of the session – how was it for you?
- Your invoice for the workshop.