



It's Not Right!

**Neighbours, Friends & Families for
Older Adults**

CHECK LIST FOR ORGANIZERS OF WORKSHOP SESSIONS

1. VENUE

- If possible have the same person that organizes the venue be the point person for organizing the audio visual equipment and food/refreshments
- Will the capacity of the venue meet the requirements of your workshop session
- Will it accommodate the set up you require i.e. round tables, theatre style
- If needed are there breakout rooms available

2. AUDIO VISUAL REQUIREMENTS

- Is there on-site audio visual equipment i.e. screen, data projector, good quality sound system and computer
- If it not available at the Venue, where will you obtain it
- Have someone who is familiar with the audio/visual equipment available to trouble shoot problems the day of the workshop session

3. FOOD/REFRESHMENTS

- Depending on the length of your Workshop Session you may want to offer food/and or refreshments
- Will the Venue be able to provide food/refreshments
- If not available on site, select a caterer who will provide and deliver what you require
- Ask for a quote for the food and/or refreshments
- Provide accurate numbers to the caterer/venue, 3 working days prior to the Workshop Session