

MFG Workshop Planning Checklist

Workshop date _____

Point person for workshop _____

Identified group facilitators to provide joining sessions _____

Client(s)	Staff to provide joining sessions

Family Speakers:

Client and/or family member to share	Staff to invite and confirm

2-3 months prior to the workshop date:

- Reserve Training Room space for the date of workshop and the Friday prior to it through DD support staff
- Identify which staff members are going to be at the workshop
- Identify clients and families who need to be invited
- Identify which MFG group each family is going into
- Group facilitators identify who is going to provide joining sessions for whom
- Invite identified clients and families to the workshop
- Invite identified clients and families to joining sessions

2 months prior to the workshop date

- Provide joining sessions to clients and families as described in the joining timelines with the goal of getting all three joining sessions in prior to the workshop date. If not possible, make sure all three joining sessions are done prior to the first MFG for the client and family so that they are fully prepared for it.
- Identify family speakers to share at workshop and invite them (usually at least 3, try and get different genders and ages)

1-2 months prior to the workshop date

- Review the Powerpoint slides and update any as necessary
- Identify who is going to plan the food and beverages for the workshop
 - Breakfast foods: yogurts, bagels & cream cheese, fruit and Coffee (Starbucks carrier)
 - Lunch foods: possibly catered from Hola! Or get bread, lunch meat and cheese plate, veggies for sandwiches, fresh veggie tray and/or green salad, chips, fruits from breakfast and non-alcoholic beverages (or some other foods that are easy to make)
 - Snacks: consider having nuts, chips, cookies, etc. for snacks throughout the day
 - Person(s) in charge of food & beverages: _____
 - Coffee: Starbucks coffee carrier
 - Person to pick up coffee _____

- Bags of ice to keep & ice chests needed
 - Person to pick up ice & get ice chests _____
- Identify who is going to set up the computer and slideshow for workshop
 - Person in charge of the computer _____

2 weeks prior to workshop date

- Identify one staff to get a final head count for number of participants and staff anticipated at the workshop & communicate the final number to the rest of the team at least one week prior to the workshop itself
 - FINAL HEAD COUNT: _____
- Create an agenda of who is in charge of what part of the workshop
- Print out copies of the Powerpoint slides, agenda, and updated EASA contact list
- Prepare the folders with all handouts, articles, etc. (see document on shared drive in EASA MFG Workshop folder: How to organize the workshop folders)
 - Person putting together the folders: _____
- Remind team what time they need to be at the office for set-up (usually at 8AM)

1 week prior to workshop date

- Make sure there are enough plates, napkins, utensils, cups for cold and hot water in the supply cabinets (if not, ask person getting food to pick up needed items when shopping at Costco)
- Gather blank name tags and sharpies
- Gather ink pens for people to take notes
- Confirm who is going to set up computer and slideshow for workshop
 - Person in charge of the computer _____
- Remind team of what time they need to be there on Saturday morning to set up & ask if anyone is available to set up the room on Friday afternoon

1-2 days prior to workshop

- Food & Beverage person pick up food, beverages and any other needs for the food part of the day

Day of workshop

- Coffee person to pick up coffee carrier at Starbucks
- Ice person to pick up 2 bags of ice for ice chests
- Computer person sets up slideshow
- Team arrives to finalize any set up needs for the room, food and beverages, etc.
- All team members participate in the workshop, outreach to participants during breaks and lunch, and eat lunch with everyone
- Collect receipts for expenses and put in envelope to go to supervisor and put in supervisor's inbox
- Have fun!