



## Workshop Check list

### Addictions Recovery Program

Two weeks prior to session:

- Has the space been reserved? Have you considered size, access, comfort, and lighting?
- Have arrangements been made for audiovisual equipment (laptop with audio, LCD projector and screen, TV and DVD player)?
- Have arrangements been made for catering (breaks and lunch period)?
- Has a copy of the workshop and evaluation form been reproduced in a sufficient number for all participants?

The day of session:

- Is the room set up in a semi circle with a table at front of the room?
- Has the audiovisual equipment been tested to ensure it is in proper working order?
- Is there a table at the front of the room for the facilitator?
- Is there sufficient number of copies of workshop and evaluation forms available for distribution?
- Are there flip charts and markers available?
- Have all the participants completed the evaluation forms and returned them to the facilitator?