

Find a Workshop Venue



If possible, ensure the workshop venue is:

- **Spacious.** Choose a venue big enough for teams of four to five people with space to move around, and display visuals on the wall. Not too big, though—keep it cosy to foster connection.
- **Relevant.** Choose a location close to the community you're serving. Being nearby helps everyone stay empathetic to the real-world needs of the people they're here to support.
- **Private.** Find a space without the distractions of day-to-day duties or colleagues who could disrupt collaboration.
- **Inspiring.** Look for a space with natural light, round tables, creative tools to encourage dialogue, and the right technology (e.g. projector, printer).

Send Reminders and Confirm Attendees



Remember to remind participants about the workshop and anything else they'll need to arrive prepared.

- **Send details.** Share a simple agenda with arrival times, daily objectives, and general flow.
- **Confirm special guests.** Check on speakers or guests you've invited to open or close the workshop.

Plan Catering and Refreshments



Keep everyone focused and energised during your time together.

- **Think local and tasty.** Choose food and drinks with local customs in mind.
- **Timing and choices matter.** Make sure you get timing, quantities, and dietary needs right. It's good practice to have:
 - Coffee, tea, and snacks in the morning when everyone arrives and during breaks
 - Lunch when you want a break
 - Plenty of water available throughout the day

Organise Transport, Stipends and Accommodation



Make it easy for people to attend the workshops.

- **Cover costs:** Offer a stipend to help with meals, travel, and other workshop-related expenses, especially if guests are travelling or taking time off work.
- **Accommodation:** For those travelling, make sure accommodation like hotels or guest houses are sorted near the venue, and that transportation is organised in advance if necessary.
- **Per diem information:** Let everyone know the per diem policy, what it covers, and how to claim it.

Gather Supplies and Print Materials



Buy or collect stationery supplies and print all the materials you need for each activity. Some suggested materials:

- Something to stick posters on the wall e.g. Tape, Blu Tack, or board pins (if your room has a pin board). You will have a lot of posters to put on the wall, so this is critical
- Flip charts (at least one per table of participants)
- Spare paper
- Pens
- Whiteboard markers or felt tip pens
- Name tags
- Stapler
- Post-it notes (optional, but can help with group exercises)
- Small stickers, e.g. dot stickers (to support voting exercises)

Print your materials in advance of the workshop(s) and bring extra copies just in case. Refer back to the Printing Guidelines in Workshop modules on what to print.

Hire Interpreters (If Needed)



It's important to make sure everyone is included. If you have participants who speak different languages, book an interpreter to ensure everyone's fully engaged.

Hire interpreters early and share the materials in advance so they can familiarise themselves with the content.