**2015 PASC District 8 Conference**

Workshop Checklist

Be sure you have everything checked off BEFORE you submit the workshop for review.

**Justification**

\_\_\_ Why is your topic worthwhile

\_\_\_ Why would someone want to come to your workshop

**Philosophy**

\_\_\_ Why are you presenting this workshop?

**Introduction**

\_\_\_ Concepts/ideas in your workshop (min. four)

\_\_\_ Theme or tactic used to present topic

\_\_\_ How will you give feedback and/or reinforcement?

\_\_\_ Room arrangement described

**Ice Breaker**

\_\_\_ Explanation with time estimate

\_\_\_ Why is this ice breaker relevant to the workshop?

**Body of Workshop**

\_\_\_ Detailed timeline of activities

\_\_\_ Name, goal, and time estimates included for each activity

**Conclusion**

\_\_\_ How will activities be summarized?

\_\_\_ Described how delegates will evaluate the workshop

**Packet**

\_\_\_ Prepared a sample packet to be submitted with application

\_\_\_ Explained how it is a valuable resource to presenting the workshop

**Experience**

\_\_\_ Conferences, presented workshops, summer leadership programs, and similar experiences listed

**Description**

\_\_\_ Description to be used in the conference program to advertise your workshop

**Advisor Permission**

\_\_\_ Advisor has read the workshop (application, packet, etc.) and approves the final draft (HINT: use advisor to proofread!)