|  |  |  |  |
| --- | --- | --- | --- |
| Task | Responsible | Due Date | Done |
| Set date for workshop | Region/Forest/Carhart Center |  |  |
| Reserve meeting room with:   * Chairs and tables for all * Curtains or blinds for darkening room * Projector screen * Projector table or stand * Handout or display tables * Podium * Extension cords * Flipcharts and pens * Projector and laptop | Forest |  |  |
| Identify Regional and Forest Objectives and Desired Outcomes | Region/Forest |  |  |
| Determine target audience  - internal and external | Region/Forest |  |  |
| Review draft agenda  - topics and presenters | Region/Forest/Carhart Center |  |  |
| Determine need for pre-work | Region/ Forest/Carhart Center |  |  |
| Prepare and send forest workshop announcement (optional RSVP) | Forest |  |  |
| Identify case study issues for Min. Req. or other exercises | Forest |  |  |
| Determine contents of workshop packet from Carhart Center | Forest/Carhart Center |  |  |
| Gather background information for case studies | Forest |  |  |
| Produce pre-work materials | Carhart Center |  |  |
| RSVP e-mail to participants with logistics info. and pre-work | Forest |  |  |
| Produce workshop packets | Carhart Center |  |  |
| Prepare case study forms | Carhart Center |  |  |
| Conduct workshop | Region/Forest/Carhart Center |  |  |
| Review workshop evaluations | Carhart Center summary to forest |  |  |

Wilderness Awareness Workshops

Planning Checklist

Forest(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_