

## WORKSHOP FACILITIES CHECKLIST

Refer to **WORKSHOP FACILITIES GUIDELINES** for further details.

- ☐ Workshop space meets minimum size required, based on the # of participants
  - 20 people or less = 30' x 35' = 1050 sq. ft.
  - 20 - 30 people = 35' x 405' = 1400 sq. ft.
  - 30 - 45 people = 40' x 50' = 2000 sq. ft.
  - Over 45 people = breakout rooms per above & a main room that can accommodate all attendees
- ☐ Additional space provided for childcare
- ☐ 10' (3m) or larger screen with projector (HUGE TVs may be an acceptable replacement but require a video call – such as facetime via a cell phone – to review with the facilitator)  
[In multi-room workshops, main room display requirements will vary based on group size]
- ☐ 3 tables in back
- ☐ 2 tables in front (smaller is better for these, but not much smaller than 2' by 4')
- ☐ 1 large table in front or over to the side for facilitator materials
- ☐ Comfortable, easily movable chairs (participant count + 1)

*If # of participants are greater than approximately 45-50*

- ☐ Set up separate "breakout rooms" for each subgroup, using the criteria above
- ☐ Ensure a "Main Room" is available for the full group of participants

*If meal provided in conjunction with session*

- ☐ Space identified for food layout and meal (workshop space required minimum size above does not include an eating area)
- ☐ Prep or clean-up will not interfere (e.g., distracting noise) with the workshop

*If outside venue*

- ☐ Book venue to include time (preferably day before) for set-up prior to workshop start.
- ☐ Identify facilities contact(s) and forward to your workshop contact
- ☐ Provide any special venue shipping instructions to your workshop contact