

Organisation's Workshop Checklist

The following is a list of items the organisation is responsible for providing on the day of the workshop. It's the responsibility of the CIF Associate to contact the organisation's representative several days before the workshop to make sure everything has been taken care of and that the venue and equipment will be set up correctly.

The CIF Associate should try out the computer and projector system the day before the workshop.

Workshop Checklist

Before the workshop:

- Identify the venue and get CIF Associate's approval
- Reserve the venue
- Identify the caterer and order food and drinks
- Prepare invitations and notify workshop participants of the workshop dates
- Verify that all of the participants identified on the application will attend
- Replace any participants who will not be able to attend
- Distribute Workshop Workbooks (5 days before workshop)
- Arrange for video projector and computer
- Arrange for TV monitor and VCR if required
- Arrange for PA systems if needed
- Arrange for interpreters if needed
- Prepare nametags
- Follow up with the caterer
- Other items: _____ requested by CIF Associate

First day of the workshop:

- Set up and man the registration table
- Set up the venue as required by CIF Associate
- Notepads and pencils
- Distribute any additional handouts and workbook pages
- Evaluation forms and mailing envelopes

Associate's Responsibilities and Checklist

CIF Associates are required to be familiar with their own responsibilities as well as those of CIF and the non-profit organisation that is participating in the workshop. The responsibilities of each party are listed in the Letter of Mutual Understanding in Appendix A.

The following list provides a sequential checklist of the Associate's responsibilities.

CIF Associate Checklist:

- Contact Creative Initiatives and obtain permission before contact an NGO or NPO for the purpose of facilitating the organisation's applying for a workshop grant.
- Review the Associate/Facilitator Handbook before introducing an organisation to the Creative Initiatives Process and the availability of a workshop grant.
- Meet with the organisation's leadership to determine whether the organisation is qualified and interested in applying for a workshop grant.
- Help the organisation complete the grant application and application questionnaire.
- Submit the application and questionnaire to Creative Initiatives.
- Communicate with CIF to determine the status of the application and follow up until the grant is awarded or rejected.

If the application is approved:

- Notify the organisation
- Have the organisation sign the Letter of Mutual Understanding and deliver it to the foundation
- Meet with the organisation's leadership and establish:
 - the leaders' workshop expectations
 - a list of the stakeholders who will be interviewed
 - a list of the stakeholders who will be asked to complete a survey questionnaire
 - a time schedule for completing each phase of the Creative Initiatives Process
- Verify the organisation is ready, willing, and able to follow through on the workshop outputs.

Pre workshop Checklist

- interviews scheduled
- interviews completed
- survey developed
- surveys distributed
- surveys collected
- data analysed
- slides prepared
- agenda sent to Farris
- meet w/ leadership
- workbook finished
- workbooks delivered
- venue verified
- first invoice (30% of the grant) sent to CIF
- Verify the organisation is ready, willing, and able to follow through on the workshop outputs.

Workshop Checklist:

- equipment verified
- materials printed
- workshop assistant
- worksheets collected
- second invoice (30% of the grant) sent to CIF
- draft digest prepared and delivered
- final digest delivered
- third invoice (40% of the grant) sent to CIF
- Contact the organisation's leadership and encourage/help them to follow through on the workshop outputs and the next steps listed in the Workshop Digest.