

Host Checklist

Printable checklist to help you prepare. Visit site for more detailed description.

Actions to Complete in Advance of Workshop

- ___ **READ** the short Workshop Description.
- ___ **INVITE** participants using language from Workshop Description.
- ___ **READ** the Workshop Goals and Structure Overview for Hosts to understand objectives and approach.
- ___ **REVIEW** and **PRINT** the Workshop Timing overview to understand timing of activities before Workshop and to refer it to during the workshop, while advancing workshop slides.
- ___ **REVIEW** the slide presentation of workshop content with the workshop timing overview. You'll display slides during the workshop to deliver content that corresponds with activities.
- ___ **PRINT** copies of each activity in advance for all workshop participants (links to all activities below). Each activity has multiple pages. *Be sure to print all pages.*
- ___ **SELECT** an appropriate space work to hold workshop. Consider room acoustics and ensure everyone can see and hear videos. Space should:
 - Allow participants to easily turn to one another and work in pairs or small groups
 - Quickly reassemble into the larger group
 - View Accelerate videos together on large screen.
- ___ **CHECK** A/V equipment.

PRINT these Materials in Advance & Bring to Workshop

Print a copy for yourself and any staff members helping with workshop, to reference during the workshop.

- ___ [Workshop Short Description](#) (includes learning outcomes and speaker bio).
- ___ [Workshop Timing Overview](#) (for host to reference during workshop).

PRINT COPIES of Workshop Activities for ALL participants

- ___ [Activity 1 | Pitch Pulse-Raising Test](#) (3 pages).
- ___ [Activity 2 | Discover Your Hook: Pitch for Problem](#) (3 pages).
- ___ [Activity 3 | Discover Your Hook: Pitch for Product](#) (3 pages).
- ___ [Activity 4 | Discover Your Hook: Pitch for People](#) (3 pages).

Materials to Bring to the Workshop

- ___ Extra pens for participants.
- ___ Pre-assembled packet of copies of all activities.