

## Host Checklist

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

### Actions to Complete in Advance of Workshop

- \_\_\_ **READ** the short Workshop Description.
- \_\_\_ **INVITE** participants using language from Workshop Description. Print/distribute copies for participants at your discretion.
- \_\_\_ **READ** the Workshop Goals and Structure Overview for Hosts to understand the workshop pacing and structure.
- \_\_\_ **REVIEW** the Workshop Timing overview to understand timing of activities before workshop.
- \_\_\_ **PRINT** the Workshop Timing Overview. Because the workshop timing is precise, it's essential that hosts print at least one copy for themselves to refer 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). Note: each activity is comprised of multiple pages: complete directions for participants to follow and assessment sheets. *Be sure to print all pages.*

### Materials to Print in Advance

**Hosts should print a copy for themselves, and for any staff members helping with workshop, to reference during the workshop.**

- \_\_\_ Workshop Description. This includes learning outcomes and speaker bio.
- \_\_\_ Workshop Goals and Structure Overview for Hosts.
- \_\_\_ Workshop Timing Overview (for host to reference during workshop).

**Activities: Print copies of Workshop Activities for ALL participants.**

- \_\_\_ [Activity 1 | Pitching for Proof: Identifying Uncertainties](#) (3 pages)
- \_\_\_ [Activity 2 | Incorporating the Process 'P' into a Pitch](#) (3 pages)
- \_\_\_ [Activity 3 | The Profit 'P': Proving Your Aspiration Presents a Feasible Opportunity](#) (3 pages)

### Materials to Bring to the Workshop

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