

EU-UNICEF Child Rights Toolkit Workshop Preparation Checklist

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1. Organisation Checklist

#	Task	Comment	Check
Preparation phase			
	Designate focal point		<input type="checkbox"/>
	Develop concept note & budget		<input type="checkbox"/>
	Initiate partnerships with EU development actors		<input type="checkbox"/>
	Agree on date of event		<input type="checkbox"/>
	Develop draft agenda & agree on speakers for high-level launch and workshop sessions		<input type="checkbox"/>
	Identify venue, rent venue		<input type="checkbox"/>
	Contract provider for cafe, lunch, dinner and/or reception event		<input type="checkbox"/>
	Organise simultaneous interpretation service & related equipment, if required		<input type="checkbox"/>
	Organise photographer to document the high-level launch and the workshop (video recording & photo)		<input type="checkbox"/>
	Invite speakers and participants for the high-level launch and the workshop		<input type="checkbox"/>
	Develop case studies for participants (1 case studies per 10 expected participants)		<input type="checkbox"/>
	Translate workshop materials into local language		<input type="checkbox"/>
	Share list of confirmed participants with all stakeholders		<input type="checkbox"/>
	Print workshop materials for distribution/use		<input type="checkbox"/>
	Procure workshop materials outlined in list below		<input type="checkbox"/>
Event phase			
	Final check venue		<input type="checkbox"/>
	Check contractors will arrive at time		<input type="checkbox"/>
	Check materials outline in list below are at place		<input type="checkbox"/>
	Check materials		<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

2. Material Checklist

	Materials	Quantity	
	Projector	1-2	<input type="checkbox"/>
	Laptop	2	<input type="checkbox"/>

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Microphones	5	<input type="checkbox"/>
Audio equipment	For conference room	<input type="checkbox"/>
Camera equipment (stative & camera, professional light for video recording)	2	<input type="checkbox"/>
Flip charts with flip chart papers (with stands)	6	<input type="checkbox"/>
Pens for flip charts (different colours)	1 for every 2 participants	<input type="checkbox"/>
Post-its in 3 different colours (long format - i.e. about Din A 6 but longer) - either the 'real' post-its or preferably non-sticky hard paper cut in the right format (3 out of 1 DinA4 paper)	10 for every participant	<input type="checkbox"/>
Masking tape rolls	1 for every 10 participants)	<input type="checkbox"/>
Folder with print-outs (see above)	1 for every participant	<input type="checkbox"/>
"Sticky dots" (size of a coin) in two colours for the snap test	2 for every participant	<input type="checkbox"/>
- USB cards for workshop and launch participants	For every participant	<input type="checkbox"/>
- PPT version of all presentations	For presenters	<input type="checkbox"/>
- Videos	For presenters	<input type="checkbox"/>
- CRC Game questions & articles	One set for facilitator	<input type="checkbox"/>
- PowerWalk questions & characters	One set for facilitator	<input type="checkbox"/>
- Child Rights Quiz questions & ratings	One set for facilitator	<input type="checkbox"/>
- Annotated agendas	One for each organiser/facilitator	<input type="checkbox"/>
- Prises for participants (e.g. Belgium chocolate)	2	<input type="checkbox"/>
- Snap test (in case graphic facilitator is not joining)	1	<input type="checkbox"/>
- Dots for the snap test	One set	<input type="checkbox"/>