

Day-of TechShopz Checklist

Coordinator:

Print and bring:

- ☐ [Attendee List](#)
- ☐ [TechGirlz TechShopz Attendee Survey](#)
- ☐ Blank [Permission Slips](#) (for those who forget)
- ☐ Bring a camera, nametags and pens, post-its, notebook.
- ☐ If it is a particularly 'hidden' location, bring some helium balloons to tie to the signs.
- ☐ Bring extension cords, dongle and power strips.
- ☐ If there is not a whiteboard or chalkboard, bring a large notepad for the presenter to write on.

Check-In:

- ☐ Use [Attendee List](#), [Permission Slips](#), and Nametags.
- ☐ Let parents know where to pick-up.
- ☐ Get the name and phone number of the person who is picking them up.

Check-out:

- ☐ Use [Attendee List](#), [Permission Slips](#), and Nametags.
- ☐ Let parents know where to pick-up.
- ☐ Get the name and phone number of the person who is picking them up.
- ☐ If equipment is provided by venue, make sure software is loaded on all computers.
- ☐ Review housekeeping rules with attendees and adults at the TechShopz (ex. Bathroom)
- ☐ Ensure [TechGirlz TechShopz Attendee Survey](#) and [Instructor Lesson Plan Evaluation](#) are completed on day of TechShopz
- ☐ Clean Up! If someone is donating your location space, be sure to leave it the way you breaks, cell phones etc.)

Instructor:

- ☐ Facilitate TechShopz - Have Fun!
- ☐ It is critical that each attendee fills out an Attendee Survey at the end of the TechShopz. Timely and relevant feedback from participants keeps the program strong! Reference [TechGirlz TechShopz Attendee Survey](#).
- ☐ We want your feedback! This helps keep our content and lesson plans top notch! Reference [Instructor Lesson Plan Evaluation](#).