

Pre-TechShopz Checklist

Coordinator:

**Please note: The timeline is a guide and may vary depending on your specific situation.*

3 months before TechShopz

- ☐ Identify the nature and scope of the event. This will determine what materials and instructions will be relevant. Assign roles and responsibilities as needed for your event.
- ☐ Choose a date. You will have to coordinate this with location and instructor.
- ☐ Secure a location. Decide on an ideal capacity (number of attendees, suggest 15-20) and what set up style for event. e.g. classroom, lecture, open space, moveable space, etc. Reference [Tips on Choosing a Location](#) for advice on (Wi-Fi, power outlets, microphones).
- ☐ Secure an Instructor. Reference [Tips on Securing an Instructor](#).
- ☐ Create a Project Plan or To Do List to help you manage your event.

2 months before TechShopz

- ☐ If applicable, decide on an invitation application (Eventbrite, Evite, TicketLeap, etc.). Use something you are familiar with and practice sending it to a friend. Make sure you can print an Attendee List with relevant information from the application (for registration purposes and parent communications). Create and publish the invitation.
- ☐ Promote interest and enrollment for your TechShopz using your network. Reference [Tips on Recruiting Attendees](#).
- ☐ Come up with a hashtag and use it on your marketing materials/communications to promote the event. The girls may be able to direct you on this one quickly!
- ☐ Periodically monitor registration for duplicates. Most invitation tools have a wait list function. You can choose to have this or not. If you have a cancellation, you can then go to the wait list if you want.

2 Weeks before TechShopz

- ☐ Check in with the instructor to make sure he/she has everything that they need. Do a walk-through of the site if possible (check what connections and supplies are available for the class, what will need to be procured before the class, etc.).
- ☐ Two weeks before TechShopz Event, or once capacity is reached, confirm Attendee List. Since there are often a few no shows, you may want to confirm attendance for Capacity + 2 participants. Reference [Sample Attendee List](#).

- ☐ Send a Confirmation Email to parents. Parent email addresses are included in the Attendee Report. Make sure that they are sent so that parents cannot “see” other parents’ names/email addresses. Send to “Bcc” option. Reference [Sample Confirmation Email](#).
Include:
 - ☐ Date, Time, Location, URL link (if applicable)
 - ☐ Directions and address to your location along with instructions on parking and access to the building (what entrance will be open?). Include a campus map if applicable.
 - ☐ Instructions on Check In/Out process. (what time/place to drop off, and what time/place to pick up)
 - ☐ Phone number where someone can be reached the Day-of (in case someone gets lost or can’t get into location room).
 - ☐ What to bring (laptops, ideas, food, etc.)
 - ☐ Permission Slip – If you want to include one, attach it to this email and give return instructions. Reference [Sample Permission Slip](#).
- ☐ Purchase food/snacks (check for food allergies) if budget allows. Some ideas depending on the time of day you have planned:
 - Lingering breakfast - pastry, fruit, sandwiches
 - Lunch to go (boxed lunches)
 - Afternoon snack w/Beverages or water
 - Have girls pack a snack and bring a water bottle (no muss no fuss!)

2 Days before TechShopz

- ☐ Send an email reminder to parents.
- ☐ Share Attendee List with instructor and anyone else who needs that information.
- ☐ Check in with instructor and location provider if necessary to ensure all needs are covered.
- ☐ Print any signs you may need to direct attendees to the correct room. (For example, ‘TechGirlz Workshop Rm____’)

Instructor:

2 months before TechShopz

- ☐ Think about how you are going to share your story with the girls. Reference [Role Model Tip Sheet for TechShopz Instructors](#).
- ☐ Familiarize yourself with the Lesson Plan well before the Day-of TechShopz. Do a practice run to make sure all of the technology pieces are in working order. Reference your **Lesson Plan**.
- ☐ If you are new to teaching or to the technology you are teaching, read our [Advice to Instructors](#).

2 weeks before TechShopz

- ☐ Check in with the Coordinator.
- ☐ Make sure to review the Lesson Plan, check that all materials are available and prepared.
- ☐ Do a walk-through of the site if possible with the Coordinator (check what connections and supplies are available for the class, what will need to be procured before the class, etc.)