

## Code.org [Program Name] Phase 2

Monday - Friday, [month] xxxth - [month] xxxth from [time]am - [time]pm

<b>Location</b>	Building Name Room Number Street Address City, State, Zip
<b>Notes</b>	<ul style="list-style-type: none"><li>○ Times room is available</li><li>○ Table setup description</li><li>○ Parking information</li><li>○ Wifi access information</li><li>○ Any other venue specific information (security information, directions to a tricky entrance)</li></ul>
<b>Teacher updates</b>	List any announcements to make to teachers at the workshop
<b>Post workshop survey</b>	Please remind the teachers to fill out their survey at the end of the workshop.
<b>Venue contacts</b>	Day of event contact Name, Phone, Email
<b>Catering</b>	Catering company name, phone number Delivery time(s)
<b>Additional facilitator resources</b>	Your Facilitator Playbook lives <a href="#">here</a> ! - Coming Soon

For participant questions you are unable to answer, please ask them to email [support email address here]