

Workshop Planning Checklist

Before the Workshop

Pre-planning:

- ☐ Contact schools, in-service coordinators to initiate planning
 1. Minimum 10+ participants
 2. Ask District to share or provide your transportation
 3. Ask District to provide lodging and, if possible, meals
 4. Negotiate with schools to include aides and substitutes in an in-service
- ☐ Investigate local natural resource issues
- ☐ Organize phone sign-up system if the workshop is not through an individual school. Include names and a contact phone # to confirm attendance
- ☐ Plan for your lodging and food
- ☐ Select and reserve workshop site, date, time, and contact person
- ☐ Select flight numbers and times and contact Coordinator (at least 4 weeks prior)
- ☐ Develop and distribute promotional materials (flyers) at least 4 weeks prior.
- ☐ Plan for delivery of Activity Guides with Coordinator at least 3 weeks prior
- ☐ Confirm workshop site and participant numbers (at least 10)
- ☐ Confirm flight plans the week before you go
- ☐ Keep email list of all registrants: Send welcome/reminders, encourage to tell others.

Workshop Planning

- ☐ Develop workshop plan, taking into consideration:
 1. Audience
 2. Workshop objectives
 3. Constraints and strategy for overcoming constraints
 4. Credit requirements
 5. Materials needed
- ☐ Submit workshop proposal to Coordinator at least 4 weeks prior
- ☐ Submit workshop plan to Coordinator for district/university credit 4 weeks in advance
- ☐ Invite possible resource people (local elders, biologists, forester, etc.)
- ☐ Request photocopy and supply needs from Coordinator (at least 3 weeks prior)
- ☐ Secure audiovisual supplies, flip charts, etc. Bring a camera to take photographs @ the workshop
- ☐ Secure permission for outdoor activities (permission to use private land, school policies)
- ☐ Contact Native groups in the community, including Tribal Councils, IGAP
- ☐ Keep track of local events that may cause cancellations (accident, school tournaments, pot latches, etc.)
- ☐ Send more email reminders to registrants
- ☐ Bring snacks (fresh fruit, baked treats, chips/guacamole, juice) for breaks

Pack your bags!

Project WILD Facilitator Program:

Contracted Facilitators Only

Compensation for Planning:

- Discussion with biologists, teachers, tribal governments, workshop design
Maximum of 6 hours x \$15 = \$90.00
- ▢ Logistical planning including reservations for flights, lodging and food arrangements
Maximum of 1 hour x \$15 = \$15.00
- ▢ Additional resource gathering
Maximum of 2 hours x \$15 = \$30.00
- ▢ Phone calls costs will be reimbursed, when included on an invoice. (Best to use Pre-purchased calling card provided by ADF&G)
- ▢ Faxes may be done directly through an ADF&G office

Compensation for Facilitation:

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|---|------------|
| ▢ Facilitation of one 8 hour, urban workshop (\$30/hour) | = \$240.00 |
| ▢ Facilitation of one 15 hour, urban credit workshop | = \$450.00 |
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| ▢ Facilitation of one 8 hour, rural workshop (\$45/hour) | = \$360.00 |
| ▢ Facilitation of one 15 hour rural workshop | = \$675.00 |
| ▢ Set-Up and Take Down, not to exceed 4 hours (\$15/hour) | = \$ 60.00 |

Maximum Compensation:

All workshops must be approved. Facilitation and planning compensation is never to exceed \$2,499.00 in a single fiscal year (July 1- June 30). Compensation includes planning and facilitation only. Other workshop expenses are not included in this cap. Facilitators will work with the Project WILD Coordinator to determine the number and type of workshops conducted in a given fiscal year.

Travel costs

Travel costs covered by ADF&G includes the following:

- ▢ flight/ferry
- ▢ extra baggage
- ▢ parking
- ▢ car rentals
- ▢ mileage (.50 per mile)
- ▢ lodging and per diem **only** when weathered into a village

Lodging and food costs are included in the daily facilitation fee.

Itemized invoices with original receipts are required.