**Math Teachers’ Circle Checklist**

**Three-Day Nonresidential Workshop**

**---------- BEFORE THE WORKSHOP ----------**

*3-6 Months Before*

*Logistics:*

☐ Schedule workshop dates

☐ Confirm details with meeting venue

☐ Update website & Facebook with workshop details

☐ Make or update application form

☐ Track applicants

☐ Send acceptance e-mails on a rolling basis

☐ Invite session leaders/facilitators

☐ Coordinate travel with Circle Mentor

*Recruitment*

☐ Create flyers & promotional materials

☐ Plan recruitment event (e.g. weekend meeting, half-day workshop, special guest presenter, etc.)

☐ Ask teachers for recommendations and send personal invitations

☐ Visit schools, department meetings, staff development meetings

☐ Talk with potential session leaders/ facilitators

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*1-2 Months Before*

☐ Confirm details with session leaders

☐ Make participant list, schedule, directions, contact sheet, and other handouts

☐ Send workshop handouts to participants

☐ Update website & Facebook

☐ Gather math session materials

☐ Arrange for stipends, meals, parking

☐ Make or update reimbursement form

☐ Check again on invited participants who have not responded yet

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*1-2 Weeks Before*

☐ Send final pre-workshop e-mail to participants

☐ Compile participant binders

☐ Update participant lists

☐ Prepare name badges

☐ Shop for food for workshop week

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**---- DURING THE WORKSHOP ----**

*First Day*

☐ Meet with leadership team before participants arrive

☐ Introduce staff, session leaders

☐ Describe MTC mission and program

☐ Ask participants to introduce themselves

☐ Distribute pre-workshop survey

*Every Day*

☐ Prepare the venue, and clean up at the end of the day

☐ Set up food, and save or discard at the end of the day

☐ Distribute supplies & handouts

☐ Give daily announcements and updates

☐ Reflect on problem-solving experiences

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**---- AFTER THE WORKSHOP ----**

*Logistics:*

☐ Upload documentation from workshop

☐ Send thank you/follow up e-mail to facilitators

☐ Send thank you/follow up e-mail to participants

☐ Update participant records

☐ Authorize stipends for session leaders

☐ Arrange for professional development credit for participants

☐ Submit receipts for reimbursement for food and materials

☐ Update website and Facebook

*Evaluation:*

☐ Administer post-workshop participant survey

☐ Meet as leadership team to reflect

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