

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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