Math Teachers' Circle Checklist
Five-Day Residential 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
□ Block hotel rooms
□ Invite session leaders/facilitators
□ Coordinate travel with Circle Mentor

Recruitment:
□ Make 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 facilitators

□
□
□
□
□
□

1-2 Months Before

□ Confirm details with session leaders
□ Make participant list, schedule, directions, contact sheet, and other handouts
□ Send workshop details 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
□ Confirm hotel reservations

□
□
□
□
□
□

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

□
□
□
□
□
□

---- DURING THE WORKSHOP ----

First Day

□ Meet with leadership team before participants arrive
□ Introduce staff, session leaders
□ Describe MTC mission & program
□ Ask participants to introduce themselves
□ Distribute pre-workshop survey
□ Cancel no-show hotel reservations

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

□
□
□
□
□
□

---- 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

□
□
□
□
□
□