

# Workshop Checklist

## Pre-Workshop

- Survey members of your chapter to figure out what they are most interested in hearing about to ensure the most valuable educational opportunities.
- View pre-approved workshops: <https://fsl.uiowa.edu/news/pre-approved-worshops>. We have spent the last four months talking to these campus partners to develop workshops that fit the requirements.
- If you are not going to use a pre-approved workshop, email [gc-phc-leadership@uiowa.edu](mailto:gc-phc-leadership@uiowa.edu) to discuss additional steps you will need to take BEFORE submitting any necessary forms.
- Reach out to the contact listed to request a program.
- Pick a date, time and location and advertise this to your chapter.
- Submit a pre-workshop form when all of your details are confirmed. You must submit this at minimum, ten days before the event. To access this, use the following link: <https://uiowa.campuslabs.com/engage/submitter/form/start/218981> or search forms in the Panhellenic page on Engage
- Have a conversation with your members about expectations during presentations.
- Confirm event with presenter 1 week before workshop.

## During Workshop

- Take attendance. You will need to submit a full roster in excel format and check off the members who were present.

## Post-Workshop

- Submit a post workshop form. You must submit it no more than ten days after the event. To access this, use the following link: <https://uiowa.campuslabs.com/engage/submitter/form/start/218990> or search forms in the Panhellenic page on Engage
- Send a thank you note/email to presenter.

## Important Reminders about Workshops

- During the Fall, you are expected to do 1 Violence Prevention training. You will need to submit a request form to notify the Violence Prevention Team that you are interested in having them present. This is an EXTRA step.
- Once 75% of your members have attended at least ONE workshop, you do not have to have
  - This means you could have 1 workshop if 75% of your members attend
  - It is also alright if it takes you 5 workshops to hit that percentage requirement
- Many of the programs you national organizations require may also count for workshops. If you think it might, contact me and we can discuss this.