



THE GOLD STANDARD OF CUSTOMER RELATIONS

Checklist for Adult Workshop

EQUIPMENT

- LCD projector and screen
- Laptop with PowerPoint presentation
- Speakers that connect to laptop
- Extension cord
- Easel pad and stand

COPIES

- Inspirational Quotes (print on bright color paper)
- Key Definitions
- Participant Note Cards
- Completion Certificates
- Participant Evaluations
- Activities
- Key Definition activity
- Vision Statement (optional)
- PowerPoint Handout (optional)
- Other _____

OTHER

- Toys or candy for tables
- Pens, pencils, markers
- Nametags