



Sample Project WET Educator Workshop Planning Timetable

EXAMPLE: Project WET Workshop in December

2 MONTHS OUT (October)

- Prepare Workshop Agenda and gather materials for activities
- Find a location with running water and indoor and outdoor areas; research food options
- Contact speakers if any
- Prepare press releases, contact local newspapers or advertisers
- Prepare and post promotional flyers with registration form, and advertise
- Set up workshop at projectwetusa.org
- Obtain Guides from SC Project WET (at least 4 weeks ahead)

1 MONTH OUT (November)

- Confirm speakers.
- Confirm location, refreshments, etc.
- Pre-register workshop participants and confirm plans with them

MONTH OF WORKSHOP (December)

Conduct Project WET Workshop AND collect the following:

Workshop Sign-in Sheets*

Volunteer Waiver Form

Online Workshop Evaluations

Print certificates before workshop and you will complete them with the names and date then give them to participants.

FOLLOWING WORKSHOP

Send copies of the following documentation to SC Project WET (can email electronic forms)

- ✓ Workshop Sign-in Sheets (or XL file) and Volunteer Waiver
- ✓ Payment for the Project WET Guides
- ✓ Unused WET Guides

** Please have participants sign in daily. A **sign-in/out sheet** has been provided for you in your facilitator's handbook/online. This information is used to verify certification and enters our database. Please make sure that you can read their name, email, address and phone numbers.*