|  |  |
| --- | --- |
|  | **Leader Checklist: Please hit "Reply All" and respond as soon as possible. If you are teaching more than 1 workshop, please send a separate response for each one. Thank You!** |
|  | **YOUR NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  | **NAME OF MODULE:** |
|  |  **Y or N?** | **Your Comments** | **Item** |
| 1 |   |   | Bringing your own module kit? |
| 2 |   |   | Using our kit, but don't have it yet? When will you pick it up? |
| 3  |   |   | Using our kit and have already picked it up? |
|  |   |   |   |
| 4  |   |   | Need refurbishment? If so, please list items needed. |
|   |   |   |   |
|  |   |   |   |
| 5  |   |   | When (date & time) can we expect you at Berry Middle School for workshop set up? |
|  |   |   |   |
| 6  |   |   | Handout is verified with ALAHASP and we have master ready to print? |
|   |   |   |   |
|  |   |   |   |
| 7  |   |   | Signed W-9 on file with ALAHASP? |
|  |   |   |   |
| 8  |   |   | Besides toolkits for each table, have you turned in your list to us of supplies you will need? If not, please list here. |
|  |   |   |   |
| 9  |   |   | We will send a reminder-email to participants with confirmation of time/date/site. What else would you like us to add in for your participants? |
|  |   |   |   |
| 10  |   |   | Do you want us to supply a 5-E poster to display? We want one in each room. |
|  |   |   |   |
| 11  |   |   | ALAHASP has 1 overhead and 1 LCD projector and will have them on site. The first to respond to this email of the need for this equipment will be the one for which it is reserved. Please bring your own projectors/laptops since there will be 3 workshops in progress simultaneously. Will you need ALAHASP's overhead or LCD? (All rooms have screens.) There will be no other AV equipment at the site. |
|  |   |   |   |
| 12  |   |   | If you have an intern, has your intern made contact with you? |
|  |   |   |   |
| 13  |   |   | Need chart pad? |
|  |   |   |   |
| 14  |   |   | Need journals? |
|  |   |   |   |
| 15  |   |   | Please provide your cell phone number here should we need to contact you.  |
|  |   |   |   |
| 16  |   |   | Anything else? |
|  |  |  |  |