

Chapter 5 - Appendix A

Workshop Preparation Schedule Checklist

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Unless otherwise noted, the steps in the following table are to be completed by the facilitation team, with assistance from the Primary Point of Contact as needed.

NOTE: *The timeframe for accomplishing the following action items is only a recommendation; depending on the size and the location of the workshop, there may be a need to complete many of the steps earlier than recommended.*

√	Days Before Workshop	Step	Action														
<input type="checkbox"/>	40	1	Contact the Office of Waterways Management (CG-541) to ensure that the <i>All Books [waterway name]</i> file is up to date. NOTE: If a PAWSA has already been done for your waterway, complete the <i>All Books (waterway name)/ Previous PAWSA</i> spreadsheet using the directions found in Chapter 2, Appendix A: <i>Converting Risk Model Scores</i> .														
<input type="checkbox"/>	40	2	Prepare waterway-specific material, including the chart of the waterway.														
<input type="checkbox"/>	30	3	Prepare session handouts for inclusion in the participant / observer folders: (NOTE: The number of copies needed equals the number of participants and observers expected.) <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Step</th> <th style="text-align: center;">Action</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Make copies of the Workshop Agenda (Appendix C).</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Make copies of an updated Facilitation Team Contact List (Appendix D).</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Make copies of the Waterway Risk Model (Appendix E).</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Make copies of the Waterway Risk Model Explanation (Appendix F).</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Make copies of the Risk Factor Mitigations list (Appendix G).</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Make copies of the waterway profile material (Chapter 5, Section 4).</td> </tr> </tbody> </table>	Step	Action	1	Make copies of the Workshop Agenda (Appendix C).	2	Make copies of an updated Facilitation Team Contact List (Appendix D).	3	Make copies of the Waterway Risk Model (Appendix E).	4	Make copies of the Waterway Risk Model Explanation (Appendix F).	5	Make copies of the Risk Factor Mitigations list (Appendix G).	6	Make copies of the waterway profile material (Chapter 5, Section 4).
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<input type="checkbox"/>	30	4	Make folder labels for all participant folders (Appendix J).										
<input type="checkbox"/>	30	5	Complete participant folders: <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Step</th> <th style="text-align: center;">Action</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Adhere labels to front of folders.</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Insert folder contents into each folder.</td> </tr> </tbody> </table>	Step	Action	1	Adhere labels to front of folders.	2	Insert folder contents into each folder.				
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<input type="checkbox"/>	10	7	Assign participants to homogenous teams.										
<input type="checkbox"/>	10	8	Provide participant list and team assignments to the facilitation team.										

(Workshop Preparation Schedule Checklist continued)

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<input type="checkbox"/>	10	9	Prepare all participant, observer, and facilitation team nametags (Appendix O) and name tents (Appendix P): <table border="1" style="margin-left: 20px;"> <thead> <tr> <th style="text-align: center;">Step</th> <th style="text-align: center;">Action</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Change specific information as needed (e.g., name, organization, waterway name, etc.).</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Print files accordingly.</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Insert nametags into clip-on name badges.</td> </tr> </tbody> </table>	Step	Action	1	Change specific information as needed (e.g., name, organization, waterway name, etc.).	2	Print files accordingly.	3	Insert nametags into clip-on name badges.
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<input type="checkbox"/>	10	10	Complete the preliminary Attendee Contact List (Appendix Q) using initial contact information.								
<input type="checkbox"/>	10	11	Ensure all equipment is in working order (Appendix B).								