

Participant Checklist

Unless otherwise noted, the steps in the following table are to be completed by the sponsor, with assistance from the facilitation team where appropriate.

***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	Role
<input type="checkbox"/>	60	1	Review participant selection criteria, taking into account the size limitation.	Sponsor/Sponsor's Rep.
<input type="checkbox"/>	60	2	Prepare and publish a heads up notice to the local waterway community.	Sponsor/Sponsor's Rep.
<input type="checkbox"/>	60	3	Prepare an initial list of potential candidates.	Sponsor/Sponsor's Rep.
<input type="checkbox"/>	55	4	Initiate telephone contacts to initial candidates.	Sponsor/Sponsor's Rep.
<input type="checkbox"/>	50	5	Initiate telephone contacts to additional candidates as they are identified.	Sponsor/Sponsor's Rep.
<input type="checkbox"/>	45	6	Decide on the need for more than one PAWSA workshop.	Sponsor/Sponsor's Rep.
<input type="checkbox"/>	45	7	Decide on the need for additional community participation in an Observer role.	Sponsor/Sponsor's Rep.
<input type="checkbox"/>	45	8	Finalize the invitation list (i.e., must have at least one representative from each interest group; see Appendix B: Interest Groups).	Sponsor/Sponsor's Rep.
<input type="checkbox"/>	35	9	Prepare individually addressed invitation letters and read ahead material.	Sponsor/Sponsor's Rep.
<input type="checkbox"/>	30	10	Mail signed invitation letters (with enclosed read ahead material) to all participants.	Sponsor/Sponsor's Rep.
<input type="checkbox"/>	15	11	Make final calls to participants confirming participation.	Sponsor/Sponsor's Rep.
<input type="checkbox"/>	10	12	Establish homogeneous teams based on final participant list.	Sponsor/Sponsor's Rep.