Math Teachers’ Circle Checklist
Three-Day Nonresidential Workshop

---------- BEFORE THE WORKSHOP ----------

3-6 Months Before

Engineering:
☐ Schedule workshop dates
☐ Confirm details with meeting venue
☐ Update website & Facebook with workshop details
☐ Make or update application form
☐ Track applicants
☐ Send acceptance e-mails on a rolling basis
☐ Invite session leaders/facilitators
☐ Coordinate travel with Circle Mentor

Recruitment
☐ Create flyers & promotional materials
☐ Plan recruitment event (e.g. weekend meeting, half-day workshop, special guest presenter, etc.)
☐ Ask teachers for recommendations and send personal invitations
☐ Visit schools, department meetings, staff development meetings
☐ Talk with potential session leaders/facilitators

1-2 Months Before

☐ Confirm details with session leaders
☐ Make participant list, schedule, directions, contact sheet, and other handouts
☐ Send workshop handouts to participants
☐ Update website & Facebook
☐ Gather math session materials
☐ Arrange for stipends, meals, parking
☐ Make or update reimbursement form
☐ Check again on invited participants who have not responded yet

1-2 Weeks Before

☐ Send final pre-workshop e-mail to participants
☐ Compile participant binders
☐ Update participant lists
☐ Prepare name badges
☐ Shop for food for workshop week
--- DURING THE WORKSHOP ---

First Day
- Meet with leadership team before participants arrive
- Introduce staff, session leaders
- Describe MTC mission and program
- Ask participants to introduce themselves
- Distribute pre-workshop survey

Every Day
- Prepare the venue, and clean up at the end of the day
- Set up food, and save or discard at the end of the day
- Distribute supplies & handouts
- Give daily announcements and updates
- Reflect on problem-solving experiences

--- AFTER THE WORKSHOP ---

Logistics:
- Upload documentation from workshop
- Send thank you/follow up e-mail to facilitators
- Send thank you/follow up e-mail to participants
- Update participant records
- Authorize stipends for session leaders
- Arrange for professional development credit for participants
- Submit receipts for reimbursement for food and materials
- Update website and Facebook

Evaluation:
- Administer post-workshop participant survey
- Meet as leadership team to reflect