**Math Teachers’ Circle Checklist**  
**Five-Day Residential Workshop**

<table>
<thead>
<tr>
<th>BEFORE THE WORKSHOP</th>
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<tbody>
<tr>
<td><strong>3-6 Months Before</strong></td>
<td><strong>1-2 Months Before</strong></td>
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<tr>
<td><strong>Logistics:</strong></td>
<td>□ Confirm details with session leaders</td>
</tr>
<tr>
<td>□ Schedule workshop dates</td>
<td>□ Make participant list, schedule, directions, contact sheet, and other handouts</td>
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<tr>
<td>□ Confirm details with meeting venue</td>
<td>□ Send workshop details to participants</td>
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<td>□ Update website &amp; Facebook with workshop details</td>
<td>□ Update website &amp; Facebook</td>
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<tr>
<td>□ Make or update application form</td>
<td>□ Gather math session materials</td>
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<td>□ Track applicants</td>
<td>□ Arrange for stipends, meals, parking</td>
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<tr>
<td>□ Send acceptance e-mails on a rolling basis</td>
<td>□ Make or update reimbursement form</td>
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<td>□ Block hotel rooms</td>
<td>□ Check again on invited participants who have not responded yet</td>
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<tr>
<td>□ Invite session leaders/facilitators</td>
<td>□ Confirm hotel reservations</td>
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<tr>
<td>□ Coordinate travel with Circle Mentor</td>
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**Recruitment:**
□ Make 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 facilitators

<table>
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<th>1-2 Weeks Before</th>
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<tr>
<td>□ Send final pre-workshop e-mail to participants</td>
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<tr>
<td>□ Compile participant binders</td>
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<td>□ Update participant lists</td>
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<tr>
<td>□ Prepare name badges</td>
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<tr>
<td>□ Shop for food for workshop week</td>
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### DURING THE WORKSHOP

**First Day**
- ☐ Meet with leadership team before participants arrive
- ☐ Introduce staff, session leaders
- ☐ Describe MTC mission & program
- ☐ Ask participants to introduce themselves
- ☐ Distribute pre-workshop survey
- ☐ Cancel no-show hotel reservations

**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

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