

## Workshop Room Setup Checklist

*Requirements by Collaboration* by Ellen Gottesdiener, Addison-Wesley, 2002.

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- Post welcome sign or poster outside the room.
- Post “Workshop Purpose” poster.
- Post “Workshop Products” poster.
- Post “Agenda” poster.
- Post “Ground Rules” poster if drafted before the workshop.
- Arrange tables into “U” shape.
- Set up sticky wall or wall areas for sticky notes.
- Set up recorder’s work area.
- Set up and test local printer.
- Set up and test projection system.
- If there is a phone in the room, set it to “no ring” or pull plug.
- Set up a table in the corner for refreshments.
- Put out cups with black and colored markers.
- Post blank posters you will use, such as “Parking Lot,” “Actions,” “Decisions.”
- Arrange for chairs in back of the room for any observers.