

**Header information goes here:
Name, address, contact information**

Name of person completing the following information: _____ date: _____

email: _____ phone: _____

Please complete the following, to help us in planning our work with you. Thank you,

Presenter Name, Title, email

Date of Service(s):

Time of Service

Audience:

How many do you think will be in the audience?

Who will be in the audience: (e.g. educators, administrators, parents, etc.)

Does the audience have special interests (e.g. learner age, subject area, etc.)

Please note needed special accommodations for participants.

How familiar do you think the audience is with **concept to be presented?**

Not familiar

somewhat familiar

quite familiar

Context:

Is this workshop connected to other initiatives, and if yes, how?

Expected outcomes:

For this workshop, what will success look like?

Technology Access

Availability of technology for the workshop <input type="checkbox"/> Yes <input type="checkbox"/> No	Type	Ratio of computer to participant	System
Please check all that apply	Classroom How many?	Lab/media center	Teacher's desk
Computer Access: Windows 98, 2000, XP			
Computer Access: Mac OS 8 and higher			
Internet Access			

Technology Contact:

Name:

Phone:

email:

Is there anything else that you think we should know as we prepare for this workshop?