















WORKSHOP

creating a shift in how girls see themselves, others and the world.

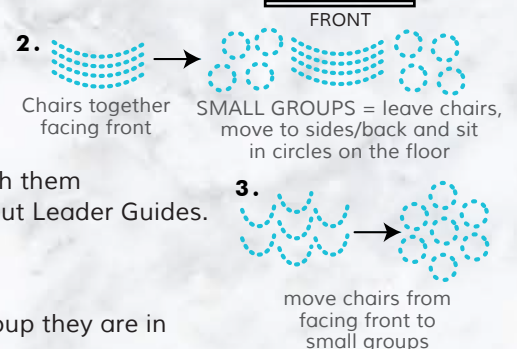
WORKSHOP CHECKLIST

-  **TIMING**
We will arrive at least 30 minutes prior to the start of the workshop to set up.
-  **LARGE WHITE SCREEN**
For multi media projection.
-  **DATA PROJECTOR**
-  **SOUND SYSTEM**
Sound system needs to be able to connect to our laptop via a headphone jack.
All sound effects and DVDs are embedded into our presentation.
Presenter will bring a suitable adapter for a Mac computer.
-  **1 HAND HELD MICROPHONE**
-  **LIGHTING**
If possible, we prefer that the workshop room can be adjusted - darkened to give the best results for the multimedia used, and light when doing breakouts.
-  **STAFF**
Please ensure that there are staff members present throughout the entire presentation.
-  **ROOM SET UP**
The workshop will consist of presenting and breakouts (individual + group work).
So set up will be a mixture of all together facing the front and small groups.
-  **STUDENT CHECKLIST:**
Every student will need their own:
 -  **PEN / TEXTAS**
-  **STUDENT LEADERS**
If student leaders are involved in the workshop, we will meet with them 15 minutes prior to the workshop for a quick briefing and hand out Leader Guides.
-  **SMALL GROUPS**
Please pre-organise small groups of girls. Girls knowing what group they are in and leaders knowing what group they are leading.

SOME SEATING OPTIONS

1. BEST = We find the most effective set-up is having all the girls in small groups around tables or in small groups on the floor.

IF NOT, OTHER OPTIONS:



**THANK YOU VERY MUCH FOR YOUR ASSISTANCE IN SETTING UP.
WE ARE REALLY EXCITED TO PARTNER WITH YOU
TO EQUIP AND EMPOWER OUR GIRLS.**