

CHECKLIST FOR CALM WORKSHOPS

Initial Preparation 6 or more weeks prior

- Identify a sponsor/audience/venue interested in a CALM Workshop
- Set a date, time and venue and decide who (if any) will take registrations
- Prepare materials to promote the workshop to the proposed audience
- Discuss workshop evaluations – whose format, who will collect, summarize
- Ensure that required equipment/supplies will be available and compatible
 - Projector with internet access (or be sure all links are embedded)
 - Laptop (adapter if needed) and back up thumb drive
 - Sound system/speakers/microphone for videos/presenter if needed
 - Adequate seats/tables and space for audience (limit registration?)
 - Good visibility for all participants
 - Support person(s) if needed for audience
 - Handouts for presentation and related matters
 - Refreshments (if providing) and/or water for presenter

Week of Workshop Preparation (if not before)

- Check in with sponsor on the above arrangements
- Check that presentation is up to date – data is the latest available, no new updates from Master Trainer, etc.
- Review the research and background materials
- Be familiar with any recent changes in gun laws particularly re transfers
- Be familiar with local off-site storage options for firearms and drug disposal
- Be aware/ask if there have been any recent suicide deaths or attempts that may have impacted the audience
- Review all slides/videos and other materials
- Practice your presentation
- Print any materials (if printed materials were promised)

Day of (or Day Before) Presentation

- Allow enough time to find the location, set up and check AV and rearrange the room if needed
- Have sign-in sheet with email addresses
- Print certificates if giving them on-site
- Make sure videos are accessible (streaming online or played off of a device)
- Check the sound levels and make sure they are appropriate.
- Have water available.
- STAY CALM AND PRESENT!**