



Stronger
Communities
Together™



Mindful Campuses

Pre-planning worksheet for presenters

Confirm the following with the organizer

Organizer contact information

Name: _____ Email: _____

Text: _____ Phone: _____

Address: _____

Date of workshop: _____

Start time: _____ End time: _____

Number of expected employee participants: _____ Number of expected student participants: _____

Room name/number: _____

Seating arrangement (need desks and tables to write on):

Maximum seating capacity of room based on seating arrangement: _____

Time you'll have access to set up: _____

A/V details including projector, screen, microphone, podium, laptop or need for USB:

Is there Wi-Fi available? Yes No If **yes**, what's the password? _____

Contact person for the day of the workshop: _____

Contact person name: _____

Address where to ship the materials: _____

Host for the session

Name: _____

Is host introducing the trainer? Yes No

Is host doing the land acknowledgement? Yes No*

*If **no**, refer to Acknowledgment of territorial lands/Welcome page

Contact information for counselor available for those who may need support during the entire length of the session:

Name: _____ Email: _____

Text: _____ Phone: _____

Office location: _____

Have there been any significant incidents in the last 2 months, such as suicide, death, violence or rape, that may be on the minds of the participants?

Ask the organizer:

- To have someone complete the Be Aware of Potential Resources section of the resource.
- Have someone from the organization prepared to run through them for 5 to 10 minutes near the end of the session.
- Provide the completed forms by email or in printed form for each participant.