# Travel and Logistics Checklist

**Instructions:** Use this checklist as a starting point for items to consider. Customize this document, adding relevant information as appropriate or removing information that does not apply to your situation.

**Workshop Name:** [INSERT WORKSHOP NAME]

**Workshop Location:** [INSERT WORKSHOP LOCATION]

**Sponsor:** [INSERT WORKSHOP SPONSOR]

**Date:** [INSERT DATE]

## Before Each Workshop

| Check Box | Task | Date Completed |
| --- | --- | --- |
| [ ]  | Coordinate and finalize logistics with workshop coordinator before planning travel. |  |
| [ ]  | Complete Travel Authorization Request, if applicable. |  |
| [ ]  | Make hotel reservations **after** travel is approved. |  |

## During Each Workshop

| Check Box | Task | Date Completed |
| --- | --- | --- |
| [ ]  | Collect completed participant list or attendance roster. |  |
| [ ]  | Distribute and collect evaluation forms. |  |

## After Each Workshop (Within 7 Days)

| Check Box | Task | Date Completed |
| --- | --- | --- |
| [ ]  | Complete the Workshop Summary Form. |  |
| [ ]  | Send the attendance roster, evaluation forms, and the workshop summary to [INSERT CONTACT]. |  |
| [ ]  | **Option 1: E-mail:** Scan all documents, attach to an e-mail, type subject (name of workshop: Evaluation and Summary), then e-mail to [INSERT E-MAIL ADDRESS]. |  |
| [ ]  | **Option 2: Postal Mail:** Place all forms in the prepaid envelope and mail. |  |

## Contact Information

**Name:** [INSERT NAME]

**Mailing Address:** [INSERT MAILING ADDRESS]

**Phone:** [INSERT PHONE NUMBER]

**Fax:** [INSERT FAX NUMBER]

**E-mail:**  [INSERT E-MAIL ADDRESS]