

Mindful Campuses

Pre-planning worksheet for presenters

Confirm the following with the organizer

Organizer contact information

Name: _____ Email: _____

Cell/text: _____ Phone: _____

Address: _____

Date of workshop: _____ Is this workshop: in person virtual

Start time: _____ End time: _____

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

Room name/number: _____

Presentation link [if virtual]: _____

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 name, phone and address to receive shipped materials:

Email for contact person who's sending the materials for virtual events:

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.

Host for the session

Name: _____

Is host introducing the trainer? Yes No

Is host doing the land acknowledgement? Yes No

(If you'll be responsible, check out caut.ca/content/guide-acknowledging-first-peoples-traditional-territory for help.)

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

Name: _____ Email: _____

Cell/text: _____ Phone: _____

Office location: _____

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