Note: “TSM Team” refers to Adela, Maddie, Anabella, and Overseeing Adults (Maria and Kenneth Galang).

Note: Emailing may be replaced with sharing via Google Drive.

**5 WEEKS BEFORE WKSP**

* **LECTURE:** Submit Rough Draft of PowerPoint
  + Watch mandatory video in the Speaker Resources box
  + All content present in file though unfinished graphics/organization
  + Email to info@steministmovement.org and CC Anabella
  + Sample Subject line: **SEP 2019 - RD Lecture PPT**
* **HANDS-ON:** Submit workshop materials that TSM needs to purchase
  + Email to info@steministmovement.org and CC Anabella
  + Sample Subject line: **SEP 2019 - Materials**
  + Clearly show quantities of each item per student
* **TSM Team:** Begin sending out email blasts to advertise the workshop, order workshop materials

**4 WEEKS BEFORE WKSP**

* **LECTURE:** Present PowerPoint to Adela and Maddie 1
  + PPT should have images, citations
  + Speaker should have built-in Q&A’s to talk to the audience (think Dora the Explorer... “Do you see Swiper?”)
* **HANDS-ON:** Rough draft of instructions for the hands-on activity
  + Email to info@steministmovement.org and CC Anabella
  + Sample Subject line: **SEP 2019 – RD Instruction Packet**
  + Clearly show quantities of each item per student
* **TSM Team:** Meet with speaker to assess progress and give feedback
  + Email Anabella with comments/concerns on this meeting

**3 WEEKS BEFORE WKSP**

* **LECTURE:** Submit Second Draft of PowerPoint
  + (If applicable) Meet with mentor to discuss PPT
  + PPT should have appropriate images, GIFs, citations
  + Should have a clear train of thought / Argument
  + Email to info@steministmovement.org and CC Anabella
  + Sample Subject line: **SEP 2019 - SD Lecture PPT**
* **HANDS-ON:** Final draft of instructions for the hands-on activity
  + Email to info@steministmovement.org and CC Anabella
  + Sample Subject line: **SEP 2019 – FD Instruction Packet**
  + Clearly show quantities of each item per student
* **TSM Team:** Continue sending out email blasts to advertise the workshop

**2 WEEKS BEFORE WKSP**

* **LECTURE:** Present PowerPoint to Adela and Maddie 2, Record and send video to Anabella
  + Use laptop/desktop as screen if projector unavailable
  + Wear formal clothing, consider this a dress rehearsal
  + Have and address the audience throughout presentation
  + Email to info@steministmovement.org and CC Anabella
  + Sample Subject line: **SEP 2019 – Present 1**
* **HANDS-ON:** TSM Team should have received all workshop materials at this point
* **TSM Team:** Finalizing

**1 WEEK BEFORE WKSP**

* **LECTURE:** Submit Final Draft of PowerPoint, Conference with Anabella
  + (If applicable) Meet with mentor to discuss before submitting PPT
  + Email to info@steministmovement.org and CC Anabella
  + Sample Subject line: **SEP 2019 - FD Lecture PPT**
  + Email Anabella to schedule video conference (FaceTime or Skype)
* **HANDS-ON:** Ensure that the TSM team is on the same page as you for the hands-on activity.
* **TSM Team:** Print out release forms for participants and adults, print 3-2-1 sheets, all materials should be received/ arranged

**1 DAY BEFORE WKSP**

* **LECTURE:** Prepare, but don’t overdo it!
  + Click through your presentation and go over it in your mind. At this point, you’ve got it down and should know what you’re saying from slide to slide.
  + Don’t make any major changes to your presentation. Have confidence in yourself!
  + Get a good night’s sleep and don’t do anything you wouldn’t ordinarily do.
* **HANDS-ON:** Talk to the TSM team and make sure that all parts of your hands-on activity is ready for tomorrow.
* **TSM Team:** Print sign-in sheets (both participants and volunteers), arrange release forms, have merch ready for tomorrow

**DAY OF WKSP, BEFORE**

* **LECTURE:** Arrive 1 hour early to workshop location to run over slides
* **HANDS-ON:** TSM team should have all materials prepared
* **TSM Team:** Arrive 1 hour early to set up speaker, materials, check-in table, merch table, etc.

**DAY OF WKSP, AFTER**

* **HANDS-ON:** Try to get the participants to take home any spare materials, if any
* **TSM Team:** Take pictures of interestibg/fun 3-2-1 sheets, give the physical sheets to speaker as feedback

**1 DAY AFTER WKSP**

* Go over 3-2-1 Sheets