

Workshop Logistics Form

Social Studies Professional Development

Thank you so much for working with Social Studies Success, LLC. Please complete the following information for the upcoming workshop.

Location of workshop and room # in the building:

Time:

-Earliest time presenter can enter the building:

-Workshop begins:

-Allotted for lunch:

-Workshop ends:

Number of Teachers for each grade level:

Arrangement of space:

-Will the teachers be in desks or tables?

-Does the room have a dry erase white board?

Any additional information required for presenter?

Notes!

- ☐ Please arrange the room for teachers to sit in groups of four.
- ☐ A computer and data projector will need to be provided for the presenter. Technology assistance will be appreciated if there are any passwords needed for the computer or access to the internet.
- ☐ As we work during lunch, it would be beneficial for a lunch to be provided. If you cannot do so, please let us know.
Yes -
No -
- ☐ Who is the point of contact for the workshop? Please provide their name and phone number -