



Writing Workshop Preparation Checklist

1. Pre-workshop preparation

- List your learning goals.
- Check the date, starting time and venue address.
- Complete at least one page of writing.
- Confirm that you are attending the workshop.

2. What to bring to a writing workshop

- Map of venue
- Print-out of workshop information provided by facilitator.
- Notebook, pens and highlighters
- Jacket
- Umbrella
- Current project summary or draft documents
- List of questions or topics you wish to cover during the workshop