# RFHS-EDI Workshops Checklist

| ITEM – SERVICE | SUPPLIED BY | CONFIRMED WITH |
| --- | --- | --- |
| Workshop Title & Duration |  |  |
| Date & Time |  |  |
| Contact Details |  |  |
| Guests and panel members confirmed, including proper invitation to Indigenous Elder (refer to https://umanitoba.ca/indigenous/culture-and-protocol) |  |  |
| Platform: Zoom, on-site (include invitation code, site location, address and directions) |  |  |
| Laptop, power cords, HDMI cable & remote control |  |  |
| Backup memory stick |  |  |
| PowerPoint notes (printed) |  |  |
| Participant specific resources (Professional Code of Ethics, etc.  printed copy) |  |  |
| EDI handout package   * Business card(s) * Resource guide * Pronouns * Best practices scorecard * Evaluation form |  |  |
| Projector, cords, screen & HDMI cable |  |  |
| Smart TV & HDMI cable |  |  |
| White/Black board and markers (6 colours with eraser) |  |  |
| Paper flip chart and markers (6 colours with eraser) |  |  |
| Wi-Fi access and password |  |  |
| i-Phone hotspot and password |  |  |
| Post workshop reporting |  |  |
| Time log and Expense report |  |  |
| FAQs and Answers (new to be added to master list) |  |  |
| # of participants and demographics (age, profession, etc.) |  |  |
| Follow-up requests |  |  |
| Evaluation form comments |  |  |
| Copy of pptx.  Slide deck distributed to participants |  |  |
| Referral requests |  |  |
| Other notes |  |  |