

# WORKSHOP PROPOSAL

Team Name:

1.	<b>Name of workshop:</b>
2.	<b>Main Topic :</b>
3.	<b>Number of attendees:</b>
4.	<b>Facilitator:</b>
5.	<b>Location:</b>
6.	<b>Date:</b>
7.	<b>Time:</b>
8.	<b>Duration:</b>
9.	<b>The community benefit of the workshop:</b>
10.	<b>Tools that will be used to evaluate the effectiveness of the workshop (i.e. surveys):</b>
11.	<b>The Targeted Attendees:</b>
12.	<b>Will any technology or props be needed ( if so please list):</b>
13.	<b>Will any refreshments be served ( if so please list ):</b>
14.	<b>Will handouts be given ( if so please attach samples):</b>
15.	<b>Does the workshop require funding ( if so itemize expenses):</b>