FolarraStudio

Workshop Host Planner

plan · teach · inspire

PRINTABLE · AGENDA, ATTENDEES & MATERIALS

This Planner Belongs To

for anyone running in person workshops

BUSINESS NAME _____

OWNER _____

PHONE / EMAIL _____

SERVICE AREA _____

STARTED ON _____

How to use this planner

- Print the whole planner once, then print extra copies of the pages you use most, such as the Workshop plan and Agenda pages.
- Print at 100% / Actual size on A4 or US Letter paper. The printable pages have a white background to save ink.
- Hole-punch the pages and keep them in a binder, so you can add pages any time.
- Every page is undated, so you can start in any month of any year.
- Plan the agenda in time blocks, register attendees and pack the materials list.
- Digital planner: open the hyperlinked PDF in any PDF annotation app and tap the tabs to jump between sections.

Our word for this year

Why good records matter

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tap a title in the digital planner to jump to it

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Workshop Plan

one workshop per page

TITLE _____ DATE _____

VENUE _____ SEATS _____

Outcomes

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

Price & booking

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Venue notes

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Workshop Agenda

time blocks

WORKSHOP _____ DATE _____

TIME	SECTION	ACTIVITY

Attendee List

who is coming

WORKSHOP _____ DATE _____

NAME	EMAIL	PAID	ARRIVED
		☐	☐
		☐	☐
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Materials List

pack once

Teaching

- [ ] Slides
- [ ] Handouts
- [ ] Markers
- [ ] Name tags

Room

- [ ] Extension cord
- [ ] Water
- [ ] Snacks
- [ ] Sign in sheet

Attendee Feedback

improve each time

WORKSHOP	RATING	LOVED	CHANGE

Income & Expenses

money in, money out

MONTH _____ GOAL _____

DATE	DESCRIPTION	CATEGORY	IN	OUT

Notes



FolarraStudio

Thank you!

Thank you for choosing FolarraStudio. I hope this planner makes everyday life a little calmer and more organized. If you enjoy it, tell a friend about folarrastudio.com.

Terms of use

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- Colors may look slightly different on screen and on paper.
- Questions or ideas? Write to me through folarrastudio.com, I am happy to help.

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