**Sample 2.25 Day Workshop Suggestions for Organization**

**A. Setting up the course to maximize attendance.**

1. **Date:** Choose dates that are convenient for the audience. Avoid being too close to vacations, parent teacher conferences, statewide or district inservices or subject conferences (ie: Science Teachers Conference), or hunting seasons.
2. **Audience:** Determine how many teachers you feel you can handle. 12-15 is ideal, but 20 is optimum.
3. **Location:** Choose a location that is large enough to handle the number of educators you intend to attend. You will need not only seats for the educators, but space for additional tables for the activities and construction of the systems. This can be loud and often smelly so a large space is ideal.
4. **Teacher Credit:** Once your date is chosen, set up the course with your preferred college/university to provide continuing education credits for teachers. I recommend you start this process as soon as possible to avoid the stress of getting your course numbers in a timely fashion. I use UAF summer sessions, but you need to choose the option that is best for your area. You will need someone to be the instructor of record for any credit course. That person must have a Master’s Degree. It doesn’t matter what kind, just a Master’s Degree is required.
5. **Communication and Advertising:** Create a description of your workshop with all the information necessary for teachers to sign up:

Example: UAF School of Natural Resources, School of Education and Fairbanks Soil and Water Conservation District are offering a one credit class, Practical Indoor Gardening Techniques for Alaska Classrooms. The course dates are October 5-7th, 2018. This course introduces teachers to the Alaska Ag in the Classroom’s Alaska Indoor Gardening Curriculum. It focuses on interdisciplinary methods including STEM to teach simple, inexpensive, but effective techniques for indoor gardening in classrooms. This course includes visits to local indoor farms and agriculture based businesses to provide hands-on opportunities with the Alaska Agriculture community. The course offers supplemental, differentiated, challenging curriculum and instruction for regular education, resource and gifted students.

A poster also helps. I have added a sample poster to the curriculum page. It is a pdf that I developed originally in Adobe InDesign but you can create on easily in word or publisher. Just be sure it’s catchy and includes all the information necessary for an educator to sign up.

Be sure to contact the curriculum or professional development coordinator at the school districts where you are presenting your workshop. They can help you to advertise directly to the educators. Also be sure to reach out to any home school programs nearby. They will also appreciate the opportunity.

1. **Communicate with the educators:** Be sure to send out a reminder to the educators at least a week before the course to maximize attendance. Include in this email or communication any expectations about the course. Also include the schedule of activities, if it is ready. If there are any pre-course assignments (I included ours in the curriculum list on the website), be sure it is clearly outlined and expectations are clearly stated. Be sure to include directions to the workshop location. Included parking directions, if necessary.

**Preparing for the Workshop – Week Prior:**

1. Review schedule. Be sure to contact local garden center if you are going to visit. Send finished schedule to students.
2. Confirm list of students attending, create name tags for students.
3. Create binders of activities for the students. Be sure to have dividers for the different sections and have them clearly marked. Include an index of the activities included in the binder.
4. Make a list of the activities/growing systems you wish to present at the workshop. Look at the materials lists for each activity. Purchase items that you will need based on the number of students signed up for the course.
5. Check your powerpoint presentations and update if necessary.

**List of Materials/Equipment You Will Need For the Workshop:**

1. Binders for Educators – copies of the lessons and powerpoints you will be presenting in the workshop.
2. Computer and Projector and Screen
3. Name Tags
4. Sign in Sheets
5. Snacks, if you wish
6. Coffee – a must for most educators
7. Pencils
8. Paper
9. Rulers
10. Sharpies
11. White board and dry erase markers
12. Scissors
13. Magnifying Lenses
14. Clipboards
15. Lesson Materials – Be sure to go through the lessons and have the materials and equipment necessary to present the lessons.

These may include:

1. Garden soil
2. Water pitchers
3. Spray bottles
4. Gardening planters – six packs are best
5. 2-3” Hydroponic net pots
6. Variety of seeds and seed packets – Lettuce is best
7. Hydroponic grow media samples
8. Water bottles/soda bottles
9. Recycled (non-holed clear salad containers
10. Fish tank
11. 2” blue foam board
12. Fish tank rocks
13. Fish and Submersible Water Pumps
14. Fresh Flowers
15. Toothpicks
16. Tools – power drills, hole saws, Dremel tool, box cutters
17. 5 Five Gallon Buckets
18. Other hardware items for the Chena Hot Springs grow tower (see Lesson)
19. Soil samples
20. Red wiggler worms – a functioning worm bin is helpful
21. Storage tubs, different sizes
22. Copies of worksheets from lessons