



# Extension Workshop Checklist



**The following should be completed:**  
*If not, please complete and send information to LCI prior to workshop*

<b>Application Information</b>	<input checked="" type="checkbox"/> Determine dates for workshop <input type="checkbox"/> Determine training location to hold workshop <input type="checkbox"/> Identify 1 - 3 areas you would like form a new Lions Club <input type="checkbox"/> Identify sponsoring Lions clubs for each area <input type="checkbox"/> Appoint 2 Guiding Lions for each new club (should attend Certified Guiding Lion Training and participate in the workshop) <input type="checkbox"/> Appoint 1 Organizing Lion for each location; in charge of follow-up efforts of new club (should participate in workshop) <input type="checkbox"/> Secure a meeting place for the new club(s)
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## Workshop Preparation

<b>Complete after Workshop is Approved</b>	<input type="checkbox"/> <b>Promote the Workshop to local Lions Clubs and the Sponsoring Club(s)</b> <input type="checkbox"/> <b>Supply the following materials:</b> <input type="checkbox"/> Pens <input type="checkbox"/> Legal pads of paper <input type="checkbox"/> 9x12 manila envelopes <input type="checkbox"/> Staplers/tape <input type="checkbox"/> Blank name tags <input type="checkbox"/> <b>Secure the following items:</b> <input type="checkbox"/> Lap top computer <input type="checkbox"/> Projector <input type="checkbox"/> Screen <input type="checkbox"/> <b>Work with consultant to create an itinerary for the workshop</b> <input type="checkbox"/> <b>Prospect and Area Research</b> <input type="checkbox"/> Select locations for groups to canvass <input type="checkbox"/> Complete the <b>Prospect List of Key Leaders</b> <input type="checkbox"/> Provide maps of the area and surrounding area <input type="checkbox"/> Cut out newspaper articles pertaining to the area(s) that will be recruited <input type="checkbox"/> <b>Make transportation and hotel arrangements for the consultant</b> (Local Holiday Inn, Red Roof Inn, Best Western, etc.) <input type="checkbox"/> <b>Determine date and time for the first meeting(s) and secure location(s)</b> <input type="checkbox"/> Promote the new club with flyers <input type="checkbox"/> Neatly write or print labels to put on the Lions Activate Communities Brochure (EX511) <small>Supplied by LCI with workshop materials. This will be given out while canvassing to those who show an interest in joining</small>
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<b>1-2 weeks prior to workshop</b>	<input type="checkbox"/> Confirm Guiding Lions for Certified Guiding Lion Training (Night before workshop). <input type="checkbox"/> Confirm participants for workshop <b>Remind them to dress professionally and wear comfortable shoes (no gym shoes).</b> <input type="checkbox"/> Enter participants availability on sheet <input type="checkbox"/> E-mail updated list of participants to consultant <input type="checkbox"/> Divide participants into teams of twp or three at most; decide what area each team will canvass <input type="checkbox"/> Make lunch arrangements
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<b>Day prior to workshop</b>	<input type="checkbox"/> <b>Meet with Consultant to finalize details about the workshop</b> <input type="checkbox"/> Bring this checklist to show what has been done to prepare for this workshop <input type="checkbox"/> Bring the list of participants <input type="checkbox"/> Bring the <b>Prospect List of Key Leaders</b> <input type="checkbox"/> Bring Newspaper articles pertaining to the area that will be canvassed <input type="checkbox"/> Give the Consultant a tour of the area(s) that will be canvassed <input type="checkbox"/> With the Consultant meet with some key leaders to generate leads <input type="checkbox"/> <b>Certified Guiding Lion Training</b>
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## Workshop Follow-Up

<b>Post-Workshop</b>	<input type="checkbox"/> Send out letters to all potential members inviting them to the first meeting <input type="checkbox"/> Organizing Lion(s) should have continuous dialogue with the DG regarding the new clubs progress <input type="checkbox"/> Continue follow-up efforts, according to what was learned during the workshop <input type="checkbox"/> Send Certified Guiding Lion forms to LCI <input type="checkbox"/> Send in Charter Application to LCI (Do not send cash in with application. Please only send in checks) <input type="checkbox"/> Complete Extension Workshop Follow-up Survey (to be sent by LCI via email after workshop)
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If you have any questions regarding this checklist or any sheets referenced above, please contact your New Club Consultant or Lions Clubs International at 630.571.5466, ext. 306 Created: 7/9/08

### Good Luck With Your Workshop!!!