HOW TO CREATE A WORKSHOP

LEARN MORE ABOUT DEVELOPING CTG LIVE/ONLINE WORKSHOPS

Visit our website at www.coloradotheatreguild.org/ for more information
It's easy and fun!

To get started, reach out to the CTG Workshop Committee or CTG Board of Directors. What's your idea? Put a proposal together and forward it at least 3 months before your target date(s) for the event. (Workshops are encouraged to be organized and executed on a volunteer basis.) Your proposal should include:

- Who is the Organizer?
- Who will lead the event? Who are the panelists (if any)?
- What is the proposed date(s)/time(s) of the event?
- What is the proposed venue? (All in-person events must also be livestreamed; reach out to the Workshop Committee for assistance.)
- What are the possible costs?
- Estimated number of participants? (online limit: 100)

(Participation in the event requires an RSVP for both CTG Members and Non-Members. If admission is charged to Non-Members, fee will be payable upon their RSVP.)

Organizer should:

- Determine and make arrangements for securing the venue
- Follow up and confirm participation of panelists/leaders
- Confirm staffing for the event
- Produce marketing/publicity for the event under the advisement of CTG.

Your marketing/publicity can include: social media, the CTG website, your organization's website, the CTG Newsletter, emails to membership, program inserts and more. Contact CTG for assistance*.

(*Make sure any hyperlinks are active and easy to copy/paste if someone chooses.)
(*IMAGES: Written descriptions of images are necessary. Programs can’t describe an image without them; so a written description will help those using those software elements.)

Timeline:

- **1 Month in Advance:** Event Announcement
- **2 Weeks in Advance:** Follow Up/Update of Event (include panelist names/photo art if available)
- **1 Week in Advance:** Repeat step above
- **Day Before Event:** Reminder Message (confirm all hyperlinks)
- **Day Of Event:** Link to online venue should be sent out
- **Day After Event:** Send thank you note to attendees, leader/organization; send out surveys within one week after event

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