

TIPS FOR SCHEDULING WORKSHOPS:

1. We suggest you contact venues approximately 6 weeks prior to your event.
2. Consult local school calendars
Dates to Avoid:
 - 1st day of school
 - District days off of school
 - Holidays (note Jewish Holidays in the fall months)
 - College fairs
 - Sports banquets (usually held at the end of fall, winter and spring sports)
 - Choir concerts.
 - Sporting events-you can't avoid them all but pay attention to post season games. (Championship games etc...) –

Not all major events are posted on school calendars. It doesn't hurt to make a quick call to the school to see if anything has been added to the calendar.
3. When calling your venues, be specific with your needs: Not all rooms are supplied with the same equipment. Ex: screens, projectors (some facilities will provide a media cart)
4. Confirm with Venue Contact person, what other activities are going on at the same time. You want to avoid dance classes, birthday parties etc. that might be going on in the room next door as this may cause a distraction to your attendees.
5. Don't book a room bigger than you need. For one reason, they are more expensive. Second, if you don't fill the room, it will appear as an unsuccessful workshop.
6. Book your workshops in advance. Booking your workshops at least two months prior is not too early.