

### **PREPARING THE SPACE**

We appreciate that preparing this workshop is a lot of work for you and your organization. We have put together this list to help insure a quality workshop experience and we want to help in any way we can to make your job easier. Thank you in advance and please let us know if you have any questions or concerns at all about this list.

### **SPACE**

We need a room large enough to accommodate all the participants seated in a circle (without tables). We also need one 'breakout' room, which will be used for caucusing, large enough to accommodate at least half the group. Because the workshop is long, and intense, it is easier for people if these rooms have comfortable chairs, natural light (windows) and adequate ventilation (windows that open).

### **BREAKS AND MEALS**

We will be taking regular breaks and we will be breaking, obviously, for meals. We can arrange the agenda to fit the meal schedule of the site. If at all possible, please provide coffee, tea, and water for participants in the morning (you probably know from your own experience the terrible consequences of a morning session without coffee) and some kind of snack (it can be as simple as bags of candy or cookies) for the afternoon. We never fail to be amazed at how a bag of chocolates can perk up a group of people! We assume that some participants will be vegetarians, so we give this reminder that the meals need to include a solid vegetarian option if there will be vegetarians in the group (i.e. more than a ham sandwich where vegetarians are expected to leave off the ham).

We want to emphasize the importance of having good and appropriate food. This can actually make or break a workshop because food has such importance to most of us. Please think about who is coming and what kinds of food they would typically expect. We have run into trouble, for example, when a health conscious person or group (organic, vegetarian foods) has planned for a meeting that will include people who expect meat and/or vegetables cooked more traditionally. We encourage, where possible, the use of local caterers with experience serving community groups.

**SUPPLIES**

We will need two easels, plenty of easel pads (2-3 full ones), plenty of markers, masking tape, and name tags. We will also be sending you a copy of an updated Dismantling Racism workbook and a workbook copy should be made for each participant.

Please do not hesitate to talk to us about any of this before the workshop (and, in the best case scenario) in plenty of time before the workshop!  
Thank you.