



Workshop Checklist

Workshop Name: _____

Author: _____

- Initial Inquiry: Phone Interview _____
- Workshop Proposal Form _____
- Lesson Plans _____
- Additional Resources Gathered _____
- License Agreement signed and returned to Tutorpedia _____
- Workshop is Posted on Tutorpedia.com _____
- Workshop Author is Paid for Curriculum Development _____

- Critical Mass of Interested Students! _____
- I-9 and Contract _____
- Tutor Orientation _____
- Determine a Time and Place for the Workshop _____
- Teach The Workshop! _____