

Clean Boats, Clean Waters Workshop

List of Materials Needed



Facility Needs:

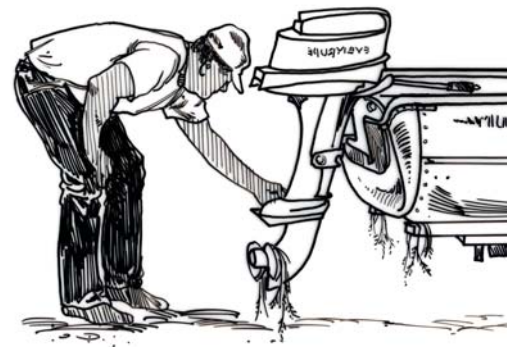
- Workshop location with three areas for breakout sessions:
 - General session room with chairs
 - Table and chairs for aquatic plant identification session (running water is optional)
 - Outside area or room close to outside for boat and trailer demonstrations
- Registration tables and chairs
- Tables and chairs for 25 participants
- 1 to 2 tables in front of the room for presenters
- 1 table for free resource materials
- Bathroom facilities available on-site or nearby?
- Laptop computer, projector, and screen for speaker presentations
(Check to see if room is dark enough for proper viewing of PowerPoint presentation)
- Cell phone and emergency numbers list
- Camera and person to use it to document the event

Registration Table:

- List of those who are pre-registered for the training
- Sign-in sheet
- Name tags
- Markers, pens, pencils, etc.

Materials:

- Agenda for the training day
- Workshop evaluation form
- Refreshments (coffee, soda, juice, cookies, fruit, etc.)
- Boat and trailer to demonstrate watercraft procedure



Some of the above items can be provided by the Aquatic Invasive Species Volunteer Coordinator. If you have any questions, please contact Erin Henegar at 715-346-4978.