

## “Let’s Begin to Quit” Workshop Worksheet

PLAN-NEED	ACTION/BY WHOM?
Introducing to Congregation: Recruiting “Inviters”; Preparing invitations; Reporting Expected Guests; Media needs	When? Who Speaks?
Orienting the Mentors who bring/meet tobacco users	When? How? Who?
Inform local Primary Care Providers? Registration for those guests:	
Setting: Room Arrangement; Media Requirements	
Hospitality: Greeters; Snacks Coordinator: Registrar to Sign in Committed Guests	
Workshop Leaders: Welcome and Introduction Activities Coordinator (including exercises) Small Group Facilitation (done by leaders or another):	
Equipment & Materials: Pencils, Candies/gum, Stress Handballs, Intent to Quit Signature Cards (for Day 2); Name Tags for Guests; Access cards to Taking Control online	