

## Let's Begin to Quit" Workshop Planning Worksheet

| PLAN-NEED   | ACTION/BY WHOM? |
|---|-----------------|
| Setting: Room arrangement   |                 |
| Introducing CMATCH to Congregation/Group;<br>Recruiting "Inviters" (Mentors); Preparing<br>Invitations; Reporting Expected Guests;<br>Organizing Workshop Volunteers; Media Needs |                 |
| Orienting and Training Volunteers   |                 |
| Setting up presentation equipment (IT)  |                 |
| Do health screening (voluntary basis):<br>Spirometer, BP machine, Scale, Cotinine test  |                 |
| TCAT set up in computer kiosk   |                 |
| Other Equipment and Materials:<br>Pencils, Candies/gum, Stress handballs, Intent-<br>to-Quit signature cards (for Day 2), Name tags<br>for guests and volunteers                  |                 |
| Hospitality greeters, Coordinator, Registrar to<br>sign participants in   |                 |
| Workshop Leaders:<br>Welcome and Introduction<br>Activities Coordinator (incl. exercise coach)<br>Small group facilitator   |                 |
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