

Workshop Timeline (Sample for a three month theatre workshop)

This is just a guide; remember that trouble-shooting may be necessary for your workshop along the way, and that if you have inconsistent attendance, name games might be necessary throughout the workshop.

To-Dos:

	Inside Workshop	Outside Workshop
Week 1	Name games/high energy games/talk circle	Site orientation
Week 2	Warm-ups, high energy games, scene developing scenes	Type up a description of any scenes created through games
Week 3	Continue creating new scenes, develop intriguing plot lines establish group rules that all agree on	Type up scenes and group rules
Weeks 4 – 7	Continue developing scenes/character interviews	Type up scenes/character interviews
Week 8	Discuss play date options, put scenes in order, cut out unnecessary scenes	Type up scene order, set play date with liaison, invite guests
Week 9	Run through play, fill in any gaps	Send guest list to liaison
Week 10	Final run through, identify prop needs	Confirm date with liaison, verify guests, get clearance for props
Week 11	Performance	Create and print programs, obtain props, send out reminder to guests
Week 12	Final workshop, discuss performance, reflect, and celebrate	Create “Certificate of Completion” for participants, send thank you note to facility and liaison

Workshop Timeline (Sample for a three month writing workshop)

This is just a guide, remember that trouble-shooting may be necessary for your workshop along the way, and that if you have inconsistent attendance, name games might be necessary throughout the workshop.

To-Dos:

	Inside Workshop	Outside Workshop
Week 1	Name games, talk circle, writing prompt	Site orientation
Week 2	Share writing, writing exercises, establish group rules, writing prompt	Bring in writing prompts
Week 3	Continue sharing work, doing writing exercises, and writing prompts.	
Weeks 4 – 7	Develop a meeting pattern and have different members of the group come up with writing prompts and writing exercises each week.	
Week 8	Discuss performance date options. Pick out favorite pieces to perform and decide on what order they should go in. Play around with different ways to present pieces.	Type up order of pieces, set date with liaison, invite guests
Week 9	Run through the performance.	Send guest list to liaison
Week 10	Final run through, identify prop needs	Confirm date with liaison, verify guests, get clearance for props
Week 11	Performance	Create and print programs, obtain props, send out reminder to guests
Week 12	Final workshop, discuss performance, reflect, and celebrate	Create “Certificate of Completion” for participants, send thank you note to facility and liaison