

CHEAT SHEET WORKSHOPS 101

STEP ONE

IDENTIFY THE MOST IMPORTANT WHYS AND WHOS

**Why are you
running a
workshop?**

- To earn an income.
- To build community spirit.
- Social engagement is part of my creative practice.
- To share my knowledge.

**Why should
someone
take part?**

- To learn creative skills.
- To feel engaged with the arts.
- To explore social issues.
- To be introduced to new arts activities.
- To enjoy a sense of community.

**Who will your
participants be?**

- Is there a market for what you want to do?
- How do you know?
- Identify your intended audience.



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Questions? aratoi@dcc.govt.nz
Find us on Instagram @aratoiotepoti

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STEP TWO

IDENTIFY THE WHATS

**What are you
going to do?**

- Making things.
- Read, write, brainstorm.
- Performance & movement.
- All of the above and more!!

**What's already
out there?**

... and how will yours be different?

**What's my
end goal?**

- A one-off class.
- A series of workshops that I can run every year.

**What do I need
to have in place
to get there?**

- Think about finances, time, location, resources, audience.
- You've already got the creative skills, how are your teaching skills? How can you strengthen this part of your practice?



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STEP THREE

IDENTIFY THE HOWS

How will the workshop be paid for?

- Participants pay a fee that covers all the costs.
- Participants pay a fee, but this is subsidised by the organisation I'm partnering with.
- I'd like to provide free workshops and need funding to cover the costs.

How accessible is the workshop?

This includes:

- Physical accessibility to buildings and bathrooms.
- Options for those with limited sight or hearing.
- Suitability for those with learning disabilities.

Also:

- Affordability for your intended audience.
- Is the venue close to parking and public transport options?
- Make sure the timing suits your audience.



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IDENTIFY THE HOWS

How does it fit into the events calendar?

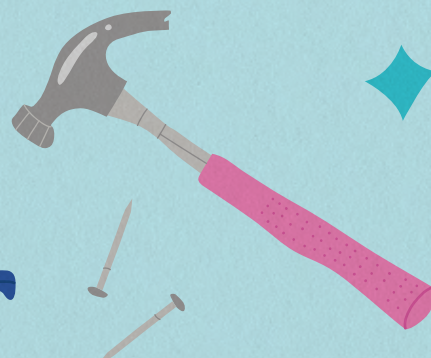
- School and public holidays will affect who has time available.
- Don't forget about regular activities like winter sports and cultural festivals.

How will I keep my participants and myself safe?

- Draw up a Health & Safety Plan.
- This includes physical, psychological, and emotional safety.

How will I know that my workshop is a success?

- Document what works and what doesn't.
- Ask for feedback — anonymous responses can encourage honesty.
- Use targeted questions and leave space for other replies.



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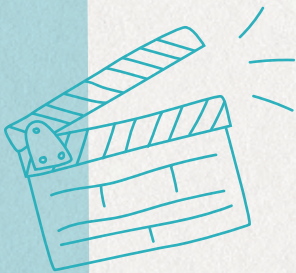
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STEP FOUR

GET ORGANISED

Timeline



Keep a track of:

- Funding application deadlines/notifications.
- Consenting requirements.
- Workshop dates.
- Venue booking/confirmation.
- Staff confirmation/contracts.
- Equipment hire.
- Sourcing materials.
- Advertising deadlines.
- Media scheduling.
- Final date for potential cancellation.
- Dates for reporting.



Budget

- Note costs going out and income coming in.
- Keep your receipts, invoices, and any other paperwork.

Have a great time sharing your mahi toi with others!

Evaluate

- Self-evaluation.
- Collect participant feedback.
- Collect media about the work.
- Do any required reporting while things are fresh in your mind.

