# Workshop Preparation Canvas

**Workshop Title:**

**Date:**

## Purpose
- Why is this workshop happening?
- What is the intended legacy of this workshop?
- What is the consequence of not holding this workshop?

## Practicalities
- Where and when will the workshop take place?
- What room setup is required?
- What materials are required?

## Participants
- Who is going to be there?
- What is their role in the workshop?
- What are their needs?

## Products
- What are the inputs to the session?
- What needs to be prepared beforehand?
- What tangible items will we leave with?

## Process
- What is the agenda?
- What steps are required to meet the purpose?
- When will the breaks be?

## Principles
- “We work best when…….”
- How will decisions be made?
- What are the workshop values?