WORKSHOP ADMINISTRATOR'S CHECKLIST

Pre-workshop

- ☐ Partnering Organisation Contract to be signed prior to workshop commencing
- ☐ Tutor Contracts to be signed by both Tutors
- ☐ Consent Form provided to Partnering Organisation to distribute prior to workshop
- ☐ Copy of WFC Child Protection Policy to be distributed to tutors if participants under 18

Workshop

- ☐ Tutor Manual
- ☐ Filmmaking Guide/Manual for each participant
- ☐ Zoopy.com booklet for each participant
- ☐ Certificates – one per student
- ☐ DVDs with WFC logo to have final films burnt on to it

Post-workshop

- ☐ Assist in arranging a viewing of the final films and presentation of certificates
- ☐ Report to be completed by WFC Administrator and Tutors
- ☐ Return signed contracts, consent forms and spare phones to WFC office
- ☐ Ensure files of footage are uploaded onto YouSendIt and sent to WFC
- ☐ Provide photos of the workshop via YouSendIt
- ☐ WFC will add a page to the WFC website for your workshop
- ☐ Send all invoices, receipts to World Film Collective c/o 12 Hampstead Hill Gardens London NW3 2P2

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