

THE ART OF GATHERING

Live Workshop Checklist.

THE ART OF GATHERING



Jeanne Oliver



LIVE WORKSHOP
CHECKLIST

THE ART OF
GATHERING

CREATE REPEATABLE
EXPERIENCES



Checklist Items.

THE ART OF GATHERING

Having checklists and processes in place helps
set the standard of intention for each gathering

JEANNE OLIVER

Order all supplies for lanyards

Order all art supplies

Send out workshop email with pdf

Make restaurant reservations



Four Weeks Out Checklist Items.

Type out class outline

Confirm restaurant reservations

Send out workshop email with pdf

Confirm house cleaning

Print out name tags/laminate/create lanyards

Create all hand lettered tags



Two Weeks Out Checklist Items.

- Order desserts

- Buy wine and liquor for event

- Stock studio fridge with juice and soda

- Confirm house cleaning

- Iron all linens

- Review final menu

- Print out picnic basket menus

- Create new quote in kitchen

- Set up playlist for the studio and meals

- Restock Nespresso Pods and tea bags



One Week Out Checklist Items.

● Get shop product organized and priced

● Add inventory to iPad

● Sweep/vac studio floor

● Clean studio sink, fridge and dust

● Wash windows and doors as needed

● Clean inside and outside of fridge

● Stock fireplace as necessary

● Stock feminine products in the house

● Purchase extra toilet paper

● Yard mowed



Three Days Out Checklist Items.

Set up studio, supplies, easels

Name tags out

Send out final email to attendees

Wrap silverware and linen



Two Days Out Checklist Items.

Purchase flowers and groceries

Make quinoa

House cleaned

Champagne glasses/plates to the studio

Fill creamer, sugar, tea, coffee, put pottery out for dirty spoons

Iron my clothes

Prayer over the studio and women attending

Final guest bathroom set up

Water/glasses at each table

Outdoor seating wiped down



One Day Out Checklist Items.

● Final check of studio, outdoor lights on,
lambskin on all seating

● Heat tea kettle and pour creamer

● Music ready

● Mimosas/snacks out and candles lit

● Ipad in the studio for purchases

● Team pray over the studio, women, day

● Put picnic baskets together as much as possible | bread wrapped, bread boards, menu, water bottles, glasses, slice radishes, wrap salami and all cheeses, jars of olives garnished with herbs and silver forks

● Introduce team and then all food and drinks out of the studio

● Final number for all women for dinner

● ● ● ●

Day One Morning 6am-Noon Checklist Items.

● Confirm # with restaurant

● Make salads, tie with twine, clipped flowers and tag

● Picnic basket checklist: bread, bread board, menu, glasses, salami, two cheeses with knife, salad with fresh flowers and tags, salt, wine, water bottle, olives garnished with herbs and silver fork, napkins and silverware, chocolate bar

● House ready for lunch | mop floors, bathroom pickup

● Picnic baskets brought out at noon. Don't rush. Take the time you need to make it beautiful. Don't take anyone to the deck.

●

●

● ● ● ● ●

Day One
Morning 6am-Noon
Checklist
Items.

● During lunch refill creamer, refill coffee pods, fill water on tables, water in the kettle and lower the shades in summer, turn off lights

● After lunch wipe down floors and pick up bathrooms

● Bring leftover wine from lunch out to the studio

● Between 2-2:30 bring out dessert

● After house is clean, dishes done etc. JO Team can leave for the day

● Dinner with women

● After dinner pick up studio/take out trash, refill waters, sugar, coffee, tea,

●



Day One Noon- End of Day Checklist Items.

Blankets out in the woods, lights on outside,
lampskin on seating, deck picked up

Heat tea kettle and pour creamer

Music ready

Team pray over the studio, women, day

Make food for lunch. Reference the recipes and photos for
all JO Team

Water and tea set up for lunch. Nectarines and thyme in
peach tea and lemons and mint in the water

Red and white wines out with glasses

Floors mopped, bathrooms clean, music playing and
candles lit

Blankets in outdoor spaces if needed
and umbrellas open

Come and get the women for lunch



Day Two Morning 6am-Noon Checklist Items.

● During lunch refill creamer, refill coffee pods, fill water on tables, water in the kettle and lower the shades in summer, turn off lights

● After lunch wipe down floors and pick up bathrooms

● Bring leftover wine from lunch out to the studio

● Between 2-2:30 bring out dessert

● After house is clean, dishes done etc. JO Team can leave for the day

● Group photo

●

●



Day Two Noon- End of Day Checklist Items.

● Inventory of what needs to be restocked in studio fridge, coffee bar, art supplies, pop-up show, kitchen essentials

● Garbage out, chairs and tables cleaned and supplies put away

● Art supplies reorganized

● Floor swept and vacuumed

● Handwritten thank you to each guest

●

●

●



Workshop Wrap-Up Checklist Items.