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Supply Checklist & Preparation Tips



Use this checklist in the days and hours before every HARNESS workshop. Being well-prepared frees you to be fully present with participants – and presence is your most powerful facilitation tool.

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SECTION 1: SUPPLIES BY WORKSHOP FORMAT

SUPPLY ITEM	90 MIN	HALF-DAY	FULL-DAY
Printed Participant Workbooks (1 per person)	–	✓	✓
Printed Handouts Pack (full set)	Key pages only	✓	✓
Printed MATCH worksheets (extra copies)	–	✓	✓
Penile anatomical model	–	✓	✓
Pelvic anatomical model	–	Optional	✓
External condoms – variety of sizes	–	✓	✓
Internal condoms	–	✓	✓
Non-lubricated condoms (for DIY dental dam demos)	–	✓	✓
Nitrile gloves – S, M, L, XL	–	✓	✓
Latex gloves (for non-nitrile allergy alternative)	–	Optional	✓
Scissors (for DIY dental dam activity)	–	✓	✓
Commercial dental dams	–	Optional	✓
Water-based lube (multiple small samples)	–	✓	✓
Silicone-based lube (small sample)	–	–	✓

Whiteboard or flip chart	✓	✓	✓
Dry-erase or flip chart markers (multiple colors)	✓	✓	✓
Sticky notes / Post-its (two colors)	—	✓	✓
Scenario cards (printed, laminated if possible)	—	—	✓
Projector + HDMI cable + laptop	✓	✓	✓
Slide deck loaded and tested	✓	✓	✓
Backup copy of slides (USB or cloud)	✓	✓	✓
Extension cord / power strip	Optional	✓	✓
Name tags + markers	✓	✓	✓
Pens and pencils (1 per participant + extras)	✓	✓	✓
Local resource cards or handouts	✓	✓	✓
Evaluation / feedback forms	Optional	✓	✓
Water / light refreshments (if permitted)	Optional	✓	✓
First aid kit (venue-required)	✓	✓	✓

SECTION 2: PREPARATION TIMELINE

2 WEEKS BEFORE

- **Confirm the venue:** room size, seating arrangement, projector availability, AV setup
- **Order or gather all physical supplies** – especially if shipping condoms, gloves, or models
- **Send participant pre-work:** optional reading from the ebook, workbook preview
- **Prepare local resource handouts specific to your community**
- **Review the relevant modules you'll be facilitating;** practice demos if needed

1 WEEK BEFORE

- **Print all participant workbooks, handouts, and scenario cards**
- **Test your slide deck from beginning to end;** confirm all transitions and media work
- **Confirm participant count and adjust printed materials accordingly**
- **Brief your co-facilitator (if applicable) on roles, pacing, and signal system**
- **Send a reminder to participants with date, time, location, and any prep requests**

1 DAY BEFORE

- **Pack all supplies in organized bags or boxes (supplies, printed materials, tech, extras)**
- **Upload or save your slide deck to a cloud backup (Google Drive, Dropbox, USB)**
- **Review your facilitation notes and any challenging sections one more time**
- **Prepare your opening icebreaker and group agreement facilitation prompt**
- **Get a good night's sleep – your presence and energy are your most important tool**

DAY OF (1-2 HOURS BEFORE)

- **Arrive early to set up the room:** seating arrangement, supplies on tables, projector tested
- **Set up barrier/demo supplies at the front or on activity tables – do a dry run of the demo**
- **Place workbooks, pens, and local resource cards on each seat or table**
- **Write the group agreement prompt on the whiteboard/flip chart**
- **Do one tech check:** slides load, audio works, HDMI connection confirmed
- **Check in with yourself:** take three deep breaths, remember your why

AFTER THE WORKSHOP

- **Collect and review evaluation forms while notes are fresh**
- **Note any content questions you couldn't answer – research and follow up**
- **Debrief with your co-facilitator:** what worked, what to adjust
- **Replenish used supplies before your next session**
- **Record any participant commitment to action or follow-up referrals needed**
- **Submit workshop data to The Harness Project (optional but appreciated for program tracking)**

SECTION 3: FACILITATION TIPS & COMMON PITFALLS

Tips That Make a Difference

Set the tone in the first three minutes

How you show up in the opening – your warmth, your humor, your groundedness – sets the entire emotional temperature of the room. Invest in your opening.

Name the awkwardness

If a topic feels uncomfortable, say so out loud: 'I know this might feel a little awkward – that's completely normal and it usually passes quickly!' Naming it releases it.

Use 'we' language

Saying 'we' rather than 'you' when discussing risk or behavior reduces defensiveness and creates shared ownership: 'When we don't have a barrier available...' not 'When you forget condoms...'

Slow down for the important parts

Facilitators tend to rush past the most important content. U=U, Doxy-PEP, fluid bonding conversations – pause, make eye contact, let the idea land.

Silence is data

When the room goes quiet after a question or scenario, resist the urge to fill it immediately. That silence is thinking. Give it 5-10 seconds before stepping back in.

Demos are the heart of Module 2

Nothing replaces hands-on practice. If participants handle a condom, make a dental dam, and feel two types of lube, they retain and apply it. Prioritize demo time.

End with specificity

A vague 'I'll think about getting tested' is much less likely to happen than 'I'll call Legacy Community Health on Monday morning.' Help participants get specific in their commitments.

