



*Sharing the Power of Learning*

## Training Checklist and Contact Information

Name of contact person at host program: \_\_\_\_\_

Phone (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_

Email: \_\_\_\_\_

Dates and Times of Training: \_\_\_\_\_

Location of Training (Please enclose map): \_\_\_\_\_

Who will be available to unlock doors? \_\_\_\_\_

Name and phone number of contact person during the training for problems or emergencies:

\_\_\_\_\_

Will the coordinator need 10-15 minutes during the training to discuss local program? Yes/No

### Training Logistics

Who will take care of registration? \_\_\_\_\_

Will coffee and refreshments be provided? \_\_\_\_\_

### Room and Equipment

\_\_\_\_\_ Sufficient number of tables and chairs

\_\_\_\_\_ Extra table(s) for display/refreshments/registration

\_\_\_\_\_ Chalkboard, flipchart or whiteboard with appropriate writing utensils

\_\_\_\_\_ Overhead/LCD projector and screen

\_\_\_\_\_ TV/VCR/DVD

\_\_\_\_\_ Space to leave two or three boxes of materials between training sessions

\_\_\_\_\_ Availability of room at least one hour prior to the start of the training