

LOGISTICAL CHECKLIST FOR TRAININGS

<i>What Must Be Done</i>	<i>Person Responsible</i>	<i>Deadline</i>	<i>Completion Date</i>
INITIAL ARRANGEMENTS			
Meet with major partners			
Identify potential dates			
Determine participant numbers			
Determine budget			
Determine who will pay for what			
Identify potential trainers			
Identify potential locations			
Set dates & set timelines			
Fill out planning tool			
AGENDA & WORKBOOKS			
Develop agenda (half day coaches training/full day training/three quarter day training) including evening activities, meals, other special events			
Work with trainers to electronically update training workbook (trainer bios, current agenda and event dates) and coaches manual			
Workbook and coaches manual prepared for duplication			
Workbook and coaches manual count received			
Duplication complete			
Arrangements made to get workbooks and manuals to training location (by beginning of coaches training)			
Materials packed and prepared for sending to training location			
TRAINING FACILITY SELECTION			
Estimate facility needs: number of breakout rooms; size of rooms; space for experiential activities, A/V requirements, parking etc.			
Wheelchair access and other disability needs determined, e.g., for hearing/visually impaired.			
Visit made to one or more potential facilities to meet staff, tour facility, determine availability of appropriate space, equipment and services			
Costs obtained from facility			
Determine total cost for facility			
Facility selected and dates reserved			
Contract signed with facility			
Billing arrangements confirmed with facility			
Contact for "day of" needs (unlock building, additional AV needs, etc.) determined			

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TRAINER ARRANGEMENTS			
Identify possible trainers			
Confirm trainers			
Prepare and review contract for responsibilities (copy costs, transportation, evaluation forms)			
Finalize trainer contracts			
Request trainer bios for workbook			
Request A/V requirements & room set up			
Arrange trainer transportation			
Arrange for trainer lodging			
Arrange for trainer meals			
Schedule and agenda confirmed with trainers			
PARTICIPANT ARRANGEMENTS			
Develop and distribute date saver			
Prepare participants list (include coaches and trainers)			
Information for participants prepared, including dates, start and end times, agenda, materials to bring, how to get to the location where training will be provided			
Special need requirements obtained from all participants			
Participant check-in arrangements made			
Attendance Confirmed			
Participant nametags made (include coaches and trainers)			
COACHES ARRANGEMENTS			
Determine how many coaches are needed			
Solicit coach recommendations from AmeriCorps and *VISTA projects			
Confirm coaches			
Arrange coaches transportation			
Arrange coaches lodging			
Arrange coaches meals			
Arrange meals and snacks for coaches training			
TRAINING MATERIALS			
Generate list of material needs (flip charts, easels, blue tape, markers, note cards, balloons, scotch tape, cloth blind folds, etc.)			
Determine who pays for what			
Solicit donations/purchase materials			
Arrangements made to get materials and supplies to the training location.			
All materials prepared and packed for sending to training location			

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MEAL ARRANGEMENTS			
Consult with facility to determine meal regulations			
Determine if meals/snacks will occur conjointly or separately			
If conjointly, obtain participant headcount for meals			
If conjointly, ensure that all meals selected are vegetarian friendly			
If conjointly, determine how payment will occur			
Identify volunteer to meet caterer etc. and facilitate meal time			
IF PROGRAMS DECIDE TO DO MELAS SEPARATLEY, DO NOT FORGET TO INCLUDE COACHES AND TRAINERS!			
ON SITE ARRANGEMENTS			
Confirm all trainers and coaches have arrived			
Make sure all registration materials on site (name tags, workbooks, etc.)			
Training rooms seating arrangements appropriate			
Materials for sessions in training rooms			
Audio-visual equipment available and working			
Water/coffee/soft drinks available			
Room temperature and lighting comfortable			
Volunteers identified to man registration table			
Volunteers identified to distribute snacks			
Volunteers identified to assist with clean up			
FOLLOW-UP			
Completed evaluation materials collected and provided to appropriate person			
Bills for all aspects of training received and recorded			
Bills checked			
Bills paid			
Thank you notes sent to coaches			
Debriefing held with key individuals			
Evaluation materials aggregated			
Evaluation results shared with planning body members and staff			
Promised follow-up done			
Agenda and materials changes documented for future use			