

LOGISTICAL CHECKLIST FOR TRAINING
All Member Gathering
February 19, 2007

<i>What Must Be Done</i>	<i>Person Responsible</i>	<i>Deadline Date</i>	<i>Completion Date</i>
INITIAL ARRANGEMENTS			
Meet with major partners	CSTP	11/01	
Determine Outcomes/Audience	CSTP	11/01	
Determine number of possible participants	CSTP	11/01	
What is the Budget?	CSTP	11/01	
Who will pay for what?	CSTP	11/01	
Set possible Date/Set Timelines	CSTP	11/15	
Identify possible locations		11/15	
Determine registration fees	N/A	N/A	
EVENT MEDIA			
Develop marketing plan	CSTP	12/15	
Implement marketing PR plan		1/7	
Develop Date saver		11/25	
Distribute Date saver		11/25	
AGENDA			
Develop registration forms and deadlines	N/A	N/A	
Develop agenda (including night activities, etc.)		12/15	
Distribute registration forms and agenda		1/14	
Develop program (includes bios etc.)		1/28	
FACILITY SELECTION			
Estimate facility needs: number of meeting rooms; size of rooms; A/V requirements, room configuration, number of sleeping rooms; meals; gratuity; breaks; etc.	CSTP	10/31	
Wheelchair access and other disability needs determined, i.e. for hearing impaired.		11/26	
Visit made to one or more potential facilities to meet staff, tour facility, determine availability of appropriate space, equipment and services		11/26	
Costs obtained from facility(s)		11/30	
Determine total cost for facility(s)		12/3	
Facility selected and dates reserved		12/6	
Contract signed with facility		12/10	
Billing arrangements confirmed with facility		1/7	

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STAFFING ARRANGEMENTS			
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Identify possible trainers and presenters		12/15	
Prepare contract(s) for trainer		1/7	
Confirm Trainers & Presenters		1/14	
Finalize trainer contracts		1/14	
Request Trainer bios for program		1/21	
Requests in for A/V requirements/room set up		1/21	
Arrange for trainer/presenter transportation		1/21	
Arrange for trainer/presenter lodging		1/31	
Schedule confirmed with trainers/presenters		1/14	
Develop staffing schedule		1/11	
Identify and confirm staff and volunteers		2/4	

PARTICIPANT ARRANGEMENTS			
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Prepare participants list		2/1	
Participant sleeping room list submitted		2/1	
Participant meal list completed		2/1	
Determine how participants will pay if needed		N/A	
Information for participants prepared & distributed (including dates, start and end times, agenda, materials to bring, how to get to the location where training will be provided)		2/4	
Confirm attendance		2/11	

FACILITY ARRANGEMENTS			
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Required training space reserved and confirmed for appropriate dates/times		12/15	
Audio-visual equipment rental or transportation arranged		1/28	
Training room set-up arrangements made		1/28	
Meal arrangements made, including food to meet special dietary needs		1/14	
Number of people at meals confirmed		2/18	
Break refreshments ordered		1/14	
Room list provided to facility - if overnight stays involved		2/1	
Participant check-in/check-out arrangements made		2/4	
Emergency medical arrangements determined		2/11	

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TRAINING MATERIALS			
Determine Training Materials Needed		1/14	
Training supplies checked for availability		1/14	
Notebooks or folders purchased		1/14	
Training agenda, evaluation and participant materials ready for copying		2/4	
Overheads, etc prepared		2/4	
All duplication of materials completed		2/11	
Arrangements made to get materials and supplies to the training location		2/11	
All materials prepared and packed for sending to training location		2/16	
Registration materials prepared (name tags, programs, etc.)		2/16	
ON SITE ARRANGEMENTS			
Pre-event trainers conference		2/19	
Confirm all trainers, monitors, staff and volunteers have checked in		2/19	
Make sure all registration materials on site (name tags, programs, etc.)		2/19	
Training rooms seating arrangements appropriate		2/19	
Materials for sessions in training rooms		2/19	
Audio-visual equipment available and working		2/19	
Water/Coffee/soft drinks available		2/19	
Easel pads and supplies in training room		2/19	
Room temperature and lighting comfortable		2/19	
Power outlets needed for equipment located and functioning		2/19	
Reference materials in rooms as needed		2/19	
FOLLOW-UP			
Completed evaluation materials collected and provided to appropriate person		2/20	
Bills for all aspects of training received and recorded		3/11	
Bills checked		3/15	
Bills paid		3/18	
Thank you notes sent to presenters, organization providing the facility, others who helped		3/11	
Debriefing held with key individuals		3/25	
Evaluation materials aggregated		3/25	
Evaluation results shared with planning body		3/31	

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members and staff			
Promised follow-up done		3/31	
Agenda and materials changes documented for future use		3/31	