

Training Day Checklist

NIGHT BEFORE

- Be sure to pack all of the following supplies and materials the day before.
 - ✓ Laptop with extension cords
 - ✓ Backup Projector
 - ✓ Flash drive with training power point and materials
 - ✓ Speakers for computer
 - ✓ Easel Pad
 - ✓ Project GO Workbooks with flash drives
 - ✓ Example Project GO Equipment Trunks (insects, bird watching, journals, etc.)
 - ✓ GO Activity Backpacks (enough for each participant)
 - ✓ GO Supply bin including:
 - Completed Pre-training Assessment forms
 - Last Child in the Woods book
 - Highlighters
 - Pens
 - Name tags
 - Post-it notes
 - Certificates
 - Evaluations
 - Post-training Assessment forms

TRAINING DAY

- Arrive at least one hour prior to training start time to set up.
- Get orientated with the site.
- Make sure to collect evaluations.
- Review checklist to make sure you have everything packed back up and loaded into vehicle before leaving the site at the end of the training.

WITHIN A WEEK AFTER TRAINING, REMEMBER TO:

- Email thank you letter to participants.
- Prepare training report and submit to Project GO Program Coordinator or Board Member.