



# Training Event Checklist

**Training Event Checklist:** Add or delete items (as the event requires) to the list below. Identify who will be responsible for each item.

## 1. Participant/Trainee identification

- a. Identify suitable participants\*
- b. Send Invitation letter
- c. Notify participants before leaving their homes: What to expect, what to bring, travel arrangements, etc.

## 2. Financial arrangements

- a. Identify budget code
- b. Arrange Stipends
- c. Set guidelines for expenses that will or will not be reimbursed
- d. Set procedures for paying M&IE
- e. Set procedures for receiving receipts (pre-expenses)
- f. Set procedures for money transfer

## 3. Travel arrangements

- a. Arrange Visas
- b. Arrange Flights
- c. Arrange Airport to venue transport
- d. Arrange initial greeting at event site (including welcome packet with contact details)
- e. Arrange local transport (field trips)

## 4. On-site logistics

- a. Arrange accommodation (Board and lodging)
- b. Prepare a summary for participants of any relevant institutional policies (e.g., smoking rules, computer use, etc.)
- c. Reserve venue(s) (e.g., Classroom, laboratory, breakout rooms as needed)
- d. Have access to photocopier, printer
- e. Organize computers & Internet access
- f. Have name tags
- g. Arrange first aid and medical access

## 5. Venue tours

- a. Organize facility tour
- b. Organize tour of local town

\* Absolutely key to success – Identify those that can best benefit and apply the learning from the event.

## 6. Event implementation

- a. Develop event agenda (objectives, outputs etc.)
- b. Organize schedule (identify and notify presenters, session chairs, etc.)
- c. Arrange participant registration for event (or with university)
- d. Assign a secretariat and location
- e. Allocate participant office/laboratory work space
- f. Arrange a prayer room, if required
- g. Check and prepare classrooms, etc. (Ensure white board, markers, chairs, tables, flipcharts, cards, masking tape, Multimedia, computer, etc. available)
- h. Develop event materials
- i. Translate materials as needed
- j. Duplicate class material
- k. Arrange and confirm field visits
- l. Register – if needed – participants for computer use
- m. Arrange participant supplies (pens, pads, etc.)
- n. Identify and arrange any “out-of-class” activities (e.g., excursions)
- o. Arrange for snacks, meals, drinks (consider religious and cultural practices)
- p. Consider event video or photo documentation needs
- q. Consider opening and closing meals, ceremonies and formalities
- r. Establish classroom and social behavior norms

**Additional material:** Check “Preparing the Class” fact sheet.

**Success is built on good preparation**

