Training Event Checklist

Tips & Facts Sheet

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 (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

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., are 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

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

Success is built on good preparation

Additional material:
The "Preparing the Class" fact sheet

MEAS Modernizing Extension and Advisory Services
UC DAVIS COLLEGE OF AGRICULTURAL & ENVIRONMENTAL SCIENCES

Originally prepared by Mark A Bell, Paul Marcotte and Rachel Abrenilla, 2012

Copyright © UC Regents Davis campus, 2012. All Rights Reserved.
Modified and used with permission by the USAID/MEAS Project.

For more information visit: http://ip.ucdavis.edu

FEED THE FUTURE
The U.S. Government's Global Hunger & Food Security Initiative

Training Event Checklist

Tips & Facts Sheet

Originally prepared by Mark A Bell, Paul Marcotte and Rachel Abrenilla, 2012

Copyright © UC Regents Davis campus, 2012. All Rights Reserved.
Modified and used with permission by the USAID/MEAS Project.

For more information visit: http://ip.ucdavis.edu

MEAS Modernizing Extension and Advisory Services

UCDAVIS COLLEGE OF AGRICULTURAL & ENVIRONMENTAL SCIENCES

FEED THE FUTURE The U.S. Government's Global Hunger & Food Security Initiative