

CAMPAIGN ORGANIZING BOOTCAMP

Trainer Checklist

Completed	Task
	Set a date for your training.
	Reach out to and identify 4 potential locations to hold your training Remember, your venue should ideally: <ol style="list-style-type: none">1) Be well-lit, preferably with good, natural light2) Have enough space for you and your participants3) Be accessibility for attendees living with a disability—for example, it should be wheelchair accessible and have bathrooms large enough for people to get in and out of4) Have Wifi connections and cell-phone reception5) Provide parking for you and your participants or be easily accessible by public transportation6) Be reasonably easy to locate via GPS7) Have a means to present your training (projector or tv)
	Secure and lock in a training location
	Secure the keys to the location, or coordinate with someone at the location so that your team can set-up for the training and cleanup afterwards.
	Determine the ideal room set-up for the training at least one week in advance. Locations that have large spaces such as a classroom, library, meeting room or even your living room.
	Secure a projector or TV, or have prepare an alternative method (such as printing handouts for all attendees).
	One week before your training, ensure that your computer has the appropriate connection to the projector and that you understand how to use it (I.E. HDMI cord, Mac to projector, etc.

Completed	Task
	Print and collect training materials (slides and annotated agenda) and review and practice your presentation.
	Schedule two practice sessions for you and your team.
	<p>You'll know you are prepared for the session when you:</p> <ol style="list-style-type: none"> 1) Can present it without reading off of your annotated agenda 2) Keep within the time limit of the session 3) Have connected your own personal stories and style to the training
	Print all materials needed for the training.
	<p>Confirm participants for your training:</p> <ul style="list-style-type: none"> • Two days before the training by email • One day before the training by phone <p>Remember to tell the participants the time, location, and any special instructions they may need to know. This is a great time to ask a participant to bring a beverage or a dessert to share with the rest of the group!</p>