



SO the day has come! We're excited to be heading your way. As you are getting all your ducks in a row preparing for the Train-the-Trainer, we thought this checklist might be helpful. These are **all the things we the day of the training to make it happen**, as well as some not-necessary-but-nice extras.

Train-the-Trainer DAY-OF Checklist	
The Needs	
	Participant Curriculum Packets (1 copy for everyone in the room)
	Facilitator Curriculum Packets (1 copy for everyone in the room)
	Pens (for any participants who forgot their own)
	Flipcharts (2 full ones would be great, or 3 kinda full ones -- we'll use about 30 sheets)
	Flipchart Markers (the more colors the better, which is probably not a surprise)
	Easels (1 per flipchart pad is great)
	Index Cards (a pack, or a stack of 30 - 40 will do)
	Masking Tape (1 roll is plenty)
The Nice-to-Haves	
	Snacks (for the participants -- fruit, nuts, and granola/protein bars are usually hits)
	Drinks (again, for the participants -- coffee and juice are great, water should be goal number one)
	Books (if you ordered some; if not, disregard entirely)

Ideal Room Set-Up

