

Training Materials Checklist



This page contains a list of everything that you will need on the day of the training.

Training Date: _____

Training Site: _____

Trainer: _____

Number of Participants: _____

Materials Provided by No Longer the Norm:

- ☐ USB Stick
 - ☐ Slideshow
 - ☐ Video
- ☐ Training Script (print one copy per facilitator)
- ☐ Signs (parking lot, legal/illegal, No Longer the Norm logo)

Materials for Facilitators to Provide:

- ☐ Registration List
- ☐ Name Tags
- ☐ Markers
- ☐ Pens
- ☐ Masking Tape (to hang signs)
- ☐ Flip Chart Paper or White board
- ☐ Sticky Notes
- ☐ Computer
- ☐ Projector
- ☐ Projector Screen
- ☐ Speakers
- ☐ All Necessary A/V Cables, Power Bars, and Extension Cords

Print and Give One of the Following to Each Participant:

- ☐ Resource Page
- ☐ Printed Certificate (to distribute at the end of training)