



Printable On-Site Manager To-Do List

One Day before Training

- Inspect training site the day before the training.
- Confirm that training materials and supplies are present.
- Confirm that there are a sufficient number of training materials for all attendees.
- Confirm with the front desk that the instructors have reservations.
- Confirm that the meeting room is being set. Verify room layout – extra tables, wastebasket, coat rack, and registration table outside the meeting room.
- Secure meeting room.
- Print name tags
- Print Attendance certificates (See CAC Master)

Day of Training

- Arrive no later than 6:30 am to confirm room set up.
- Confirm that all audiovisual is set and operating correctly
- Confirm that the continental breakfast is set and the correct items are on the buffet.
- Place check-in list and training materials on the registration table outside the meeting room.
- Register attendees by having them sign or initial the check-in list. Handout training materials. Keep attendee list confidential.
- Monitor the room temperature though out the day.
- Meet with instructors and give them their training materials and housekeeping notes.
- Remind instructors to identify themselves as Instructor # 1 and #2 and put on flip chart.
- Stay at the registration desk for at least the first hour.

Once the session has started

- Confirm that the break station is ready to go for each break.
- Check instructor's needs during the day.
- Ensure lunch is ready 20 minutes before scheduled.
- Make sure there is enough food for everyone.
- Move remaining fruit or desserts to the training room and place on the refreshment tables.
- Remind instructors to have attendees fill out the evaluation forms
- After lunch break on last day inform sponsors that marketing materials can be set out.

- Hand out CEU cards to attendees in exchange for the completed evaluation sheet. If the host is sending in completed CEU cards, collect them as well.
- Thank people for attending.

After Training

- Collect overhead transparencies, overhead pens, and extra forms of any sort.
- Return all supplies and evaluation forms to the host.
- Send Excel file of attendees, listing registration information to CAC or DOE at info@compressedairchallenge.org or DOEITPTraining@ppc.com.
- If applicable, mail CEU request cards and payment to Iowa State University.