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 tkohler@compressedairchallenge.org.
- If applicable, mail CEU request cards and payment to Iowa State University.