

CHECKLIST FOR RUNNING A TRAINING

- Fill out the 'Event Proposal Form' [here](#)
- Venue Hire (confirm venue at least two months out)
 - Location (Close to public transport? In the area you are trying to organise?)
 - Size Appropriate? Accessible?
 - Cost (As a rough guide hiring a venue for a day should cost around \$150-\$200)
 - Check venue for AV equipment/requirements (e.g. is Wi-Fi or internet available?)
 - Venue confirmation
- Catering
 - Options for dietary requirements (vegetarian, vegan, gluten-free)
 - Morning tea
 - Lunch
 - Afternoon tea
- Promotion (start this at least two months out)
 - Create RSVP page (optional)
 - Fill out the 'Facebook Event Template' [here](#)
 - Facebook Advertising:
 - Individuals (Message people who have 'interested' the Facebook event)
 - Groups (Post on any relevant Facebook groups, including ActionAid groups)
 - Pages (Message any relevant pages that you think might be interested in promoting your event, such as local volunteer networks and community pages)
- Facilitation Preparation
 - Prepare PowerPoint slides
 - Assign sessions to facilitators
 - Practice run through of training
- Technology
 - Cables (Does your device have a HDMI input, or do you need an adaptor?)
- Printing
 - Petitions
 - Sign-up Sheets
 - Training Manual
 - Worksheets
 - Participant List
- Packing
 - Stationary (e.g. pens)
 - Name Tags
 - Butchers Paper
 - Blu-tack