

**Handout 7 - An example of the Logistical checklist:**

<b>NAME OF PROGRAMME</b>		<b>DATE</b>	
<b>FACILITATOR</b>		<b>TOTAL OF LEARNERS</b>	
<b>ITEM</b>		<b>DUE DATE</b>	<b>FINALISED</b>
Booking of venue(s)			
Travel arrangements			
Confirm training session with training committee			
Mail to managers to inform them			
Distribute posters with info on the training			
Printing of manuals			
Slideshow completed (if applicable)			
Attendance registers printed			
Registration forms printed			
Programme Evaluation forms printed			
Facilitator report printed			
Refreshments arranged			
Equipment booked			

Conformation of facilitator		
Checking of air con		
Note on door of venue		
Checking of availability of toilets		
Sufficient electrical points and extension cords		
Safety of environment		
Seating arrangements		
<b>SIGNATURE</b>		<b>DATE</b>