

## Checklist for Planning and Promoting a Training Event

Name of Training: \_\_\_\_\_

Date of Training: \_\_\_\_\_ Start and End Time: \_\_\_\_\_

Instructor: \_\_\_\_\_

### Location:

How many people can be accommodated? \_\_\_\_\_

Does the room need to be reserved? \_\_\_\_\_ If so, do it ;)

### Equipment Required:

\_\_\_\_\_ Computer

\_\_\_\_\_ Projector

\_\_\_\_\_ Internet Connection

\_\_\_\_\_ Software: Word, PowerPoint, web browser, other

\_\_\_\_\_ Flip Chart and Markers

### Promoting Training:

\_\_\_\_\_ Inform staff

\_\_\_\_\_ Create flyers

\_\_\_\_\_ Distribute flyers in and out of the library

\_\_\_\_\_ Use the library website to promote

\_\_\_\_\_ Place flyers or send email to local community organizations or clubs that might be interested in the theme for your class

\_\_\_\_\_ Add entries to Blog, Myspace, or wherever else you connect with your community

**Consider publicizing library computer classes in general through press releases, PSAs, or posters.**

### Day of Training

\_\_\_\_\_ Check room and equipment setup

\_\_\_\_\_ Place signs

\_\_\_\_\_ Check Internet connection (pre-load sites you want to use as examples)

\_\_\_\_\_ Load your PowerPoint presentation

\_\_\_\_\_ Instructor notes

\_\_\_\_\_ Student handouts

\_\_\_\_\_ Make bookmarks available via the web, a disk, or on each computer