



Countdown to the Classroom – Sample Checklist for your Trainer’s Kit

Part of being prepared is packing your trainer’s kit or box. This includes all of the materials, equipment, and other things you may need during your time in the field. This is one time when over-packing can be to your benefit. Use this checklist as a guide to help you prepare.

Checklist for Packing:

- | | |
|--|--|
| <input type="checkbox"/> Laptop | <input type="checkbox"/> Backup for Presentation |
| <input type="checkbox"/> Laptop Power Cord | <input type="checkbox"/> Participant Manuals/Materials |
| <input type="checkbox"/> Ethernet Cord | <input type="checkbox"/> Roster |
| <input type="checkbox"/> Laptop Mouse | <input type="checkbox"/> Instructor Manual |
| <input type="checkbox"/> Projector | <input type="checkbox"/> Evaluation Forms |
| <input type="checkbox"/> Speakers | <input type="checkbox"/> Door Signs |
| <input type="checkbox"/> Slide Advancer | <input type="checkbox"/> Flip Charts |
| <input type="checkbox"/> Extra Batteries | <input type="checkbox"/> Other:_____ |
| <input type="checkbox"/> Extension Cord | <input type="checkbox"/> Other:_____ |
| <input type="checkbox"/> Power Strip | <input type="checkbox"/> Other:_____ |
| <input type="checkbox"/> Markers/Pens/Eraser | <input type="checkbox"/> Other:_____ |

Class Date: _____ Time: _____

Location: _____

On-Site Contact Information: _____
