

Trainer Checklist Niall Heenan www.PureCoach.ie 087 2445547

event		
date		
ITEMS		notes
room booked	<input type="checkbox"/>	
contact person	<input type="checkbox"/>	
laptop	<input type="checkbox"/>	
screen	<input type="checkbox"/>	
projector	<input type="checkbox"/>	
extension cables	<input type="checkbox"/>	
connectors for mac	<input type="checkbox"/>	
remote clicker	<input type="checkbox"/>	
spare batteries	<input type="checkbox"/>	
flip chart stand	<input type="checkbox"/>	
flip chart paper	<input type="checkbox"/>	
markers	<input type="checkbox"/>	
A4 paper for spares and name plates	<input type="checkbox"/>	
blutak	<input type="checkbox"/>	
sellotape	<input type="checkbox"/>	
post its	<input type="checkbox"/>	
spare pens	<input type="checkbox"/>	
pencils	<input type="checkbox"/>	
handouts	<input type="checkbox"/>	
participants manuals	<input type="checkbox"/>	
ppt on laptop	<input type="checkbox"/>	
ppt on usb	<input type="checkbox"/>	
sign in sheets	<input type="checkbox"/>	
evaluation sheets	<input type="checkbox"/>	
venue location known	<input type="checkbox"/>	
trainer toys, extra resources	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
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