



## Training Venue Checklist

### Before training

<input type="checkbox"/>	Confirm room booking and access times
<input type="checkbox"/>	Confirm seating layout: classroom, U-shape, cabaret, or theatre style
<input type="checkbox"/>	Request sufficient chairs and tables for all attendees
<input type="checkbox"/>	Check accessibility needs (ramps, seating, hearing loops) – if applicable
<input type="checkbox"/>	Confirm HDMI/VGA/wireless connection adapters are available
<input type="checkbox"/>	Obtain contact details for the event manager and technical support
<input type="checkbox"/>	Prepare backup USB drive with presentation files
<input type="checkbox"/>	Print handouts, workbooks, and evaluation forms (or organise printing with the host); bring extra copies
<input type="checkbox"/>	Prepare name badges or tent cards
<input type="checkbox"/>	Organise stationery: pens, pencils, notebooks, highlighters
<input type="checkbox"/>	Organise and confirm catering (coffee breaks, lunch, water): setup, delivery times, dietary requirements, allergies, and venue arrangements
<input type="checkbox"/>	Confirm the required number of flipcharts and markers
<input type="checkbox"/>	Print and review the attendee register or sign-in sheet
<input type="checkbox"/>	Share joining instructions with all participants
<input type="checkbox"/>	Arrange parking or transport information
<input type="checkbox"/>	Confirm emergency procedures are displayed in the room
<input type="checkbox"/>	Confirm setup of welcome signs or directional signage

### On the day of training

<input type="checkbox"/>	Arrive at least 1 hour in advance
<input type="checkbox"/>	Adjust room temperature to a comfortable level
<input type="checkbox"/>	Test lighting and adjust blinds or curtains if necessary
<input type="checkbox"/>	Check walkways and emergency exits
<input type="checkbox"/>	Connect laptop and test screen / projector settings
<input type="checkbox"/>	Test microphone and speaker system



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<input type="checkbox"/>	Test presentation clicker / laser pointer
<input type="checkbox"/>	Check video conferencing setup for remote attendees
<input type="checkbox"/>	Confirm stable Wi-Fi and share the password with attendees
<input type="checkbox"/>	Prepare backup internet access (mobile hotspot)
<input type="checkbox"/>	Load all presentation files and confirm they open correctly
<input type="checkbox"/>	Set out stationaries, printed materials
<input type="checkbox"/>	Arrange flip charts and markers
<input type="checkbox"/>	Identify the nearest toilets and communicate locations to attendees

### After training

<input type="checkbox"/>	Collect and store all training materials and handouts
<input type="checkbox"/>	Switch off AV equipment
<input type="checkbox"/>	Pack your own equipment and personal belongings
<input type="checkbox"/>	Remove, store, or dispose of flip chart sheets appropriately
<input type="checkbox"/>	Collect and file the signed attendance register
<input type="checkbox"/>	Gather completed feedback / evaluation forms
<input type="checkbox"/>	Return room keys or access cards to the appropriate contact
<input type="checkbox"/>	Report any damage, technical issues, or logistical problems encountered