# Training Room Setup Checklist

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| ***Training Requirements*** | | |
| ***Parameter*** | | ***Tick 🗸*** |
| Produce delegates’ name tags (check correct spelling) | |  |
| Produce trainer’s name tag | |  |
| Check chairs and tables to make sure they are comfortable and enough | |  |
| Set the training room to the ideal configuration | |  |
| Place a sign on the door indicating the title of the course, start and end time | |  |
| Check supplies | Pens |  |
| Papers |  |
| Flipcharts |  |
| Whiteboard marker readability and colours |  |
| Check clock | |  |
| Check temperature; radiators, air con or fans | |  |
| Check airflow and appropriate ventilation | |  |
| Check windows and blinds | |  |
| Check lights | |  |
| Make sure there is adequate number of power sockets or power extension cables | |  |
| Make sure training room will not be noisy or interrupted while the course is underway | |  |
| Check Internet connection | |  |
| Wipe whiteboards | |  |
| Setup data projector | |  |
| Setup computers, any necessary software and related equipment as needed based on the course requirements | |  |
| Check access to printer | |  |
| Provide completion certificates to the trainer for distribution at the end of the course | |  |
| Provide a sign-in sheet to trainer. See **[Sign-in Sheet]** | |  |