# Training Room Setup Checklist

|  |
| --- |
| ***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]** |  |