

Training Materials Checklist

Material	Quantity	Provided by (self, host, hotel, other)	Needed for this Session?
Flipchart			<input type="checkbox"/>
Easel			<input type="checkbox"/>
Markers			<input type="checkbox"/>
Tape			<input type="checkbox"/>
LCD Projector			<input type="checkbox"/>
Laptop			<input type="checkbox"/>
PowerPoint file			<input type="checkbox"/>
Movie file/DVD			<input type="checkbox"/>
Other electronic file			<input type="checkbox"/>
Extension Cord			<input type="checkbox"/>
Projection Screen			<input type="checkbox"/>
Note pads/tablets			<input type="checkbox"/>
Pens			<input type="checkbox"/>
Table toys			<input type="checkbox"/>
Name tents			<input type="checkbox"/>
Name tags			<input type="checkbox"/>
Participant folders			<input type="checkbox"/>
Handout(s)			<input type="checkbox"/>
Other stuff?			