

# Materials Checklist

---

Modify this list to help you prepare for the class

- Clear directions to the training site
- Equipment you need and what will be supplied (projector, flipchart holder, screen, etc.)
- Find out if Internet connectivity is available, if necessary
- Proper number of handouts (usually more than needed)
- Items for displays or demonstrations (books, music, props, etc.)
- Learner needs (pencils, paper, note cards, etc.)
- If you are leading a presentation that requires creative materials, make certain that you have adequate supplies
- Items for presentation (flip chart, pens, markers, masking tape, etc.)
- Electrical cords and attachments that may not be supplied
- Your notes, list of objectives & agenda, overhead slides, flashdrive, etc.
- Refreshments such as water, coffee, sweets (chocolate may be a must)
- A contact person's information for the facility in which you are presenting