

# TRAINING LOGISTICS

Secure a location for the Reveal Seminar only after you have agreed on a date with GAP Community and the Trainers. It is helpful to have a facility identified with potential dates in mind when you call to secure a date for the Training. As the Sponsor, you are responsible for the contract with the facility.

## Negotiations:

The process of negotiating rates and terms with a sales representative gives you an opportunity to communicate clearly. When working with locations, make sure that you are dealing with a decision maker. It helps your negotiations if you are dealing with a person who has the authority to make decisions and knows what can and cannot be done.

Inform the sales representative of the following needs for the Training:

1. The high noise level within the room and the necessity for a sound-proof room or isolated location that allows neither outside noise into the room nor Training noise outside of the room.
2. The preference to stay in the same room for the entire Three days of the Training.
3. Make sure the room size is adequate for 50 in theater style seating, 10-15 team members behind tables and can contain 60-100 for graduation.
4. You'll need an option for a nearby "break-out" room for the Red/Black game for half the participants to go to approximately 7:30pm - 9:00pm on Day Two.

Ask the Sales Representative the following questions:

1. What are the exact insurance requirements (if needed) of the location? Does the site require certification of insurance? Note: We strongly recommend you purchase insurance to cover your liability if it is not covered by the facility.
2. Is there any additional signed releases the facility requires of the participants or the team?
3. Is food allowed in the Training room? Is there a small kitchen or other room the team can use to store/consume food.

## Reveal Seminar Room & Team Room Requirements

---

- Is the room large enough to accommodate your anticipated number of participants and team? For Reveal, you will need at least 1700-1800 square feet to accommodate the team and 50 participants in theater style seating.
- Visually suited for the privacy needed in the Training and a high quality environment (like 3 star or higher)
- Chairs and items in the room can be configured for the various exercises in the Training
- How is the noise level from outside the room? Are there hotel rooms or conference rooms upstairs, above you, or a bar nearby? Make sure both the training won't get interrupted and that the venue is not going to be disturbed by loud music.
- The same room is available for all the days needed, including setup on Wednesday afternoon/night through clean-up on late Sunday night
- How is the lighting? Can the lighting be adjusted? If not, you will need to bring in additional torché lamps.
- Can signs be hung on the walls if needed?
- Carpet is required.
- Is food allowed inside the room? Is there a small kitchen or other room adjacent to the Training room where the team and Trainer can eat? If there is not a team room (conference room) that the location allows food in then another option is a hotel room with two beds as near to the training room as possible.
- Where are the restrooms located? Ideally, very close by. Are they clean?
- Is there sufficient space outside the room for registration and for a table to layout the nametags and water?
- What is the overall cleanliness of the room and connected facilities?

- Is there sufficient and secure parking at the location?
- What is the quality of the restaurants nearby? Will they suit the turnaround time of the Training?
- What are the insurance requirements (if any) of the location? Does the location require a certificate of insurance?

Use this training room specs checklist when you visit a potential location.

## Travel and Accommodations

---

As the Sponsor, you are required to pay all travel expenses for the two training Facilitators. The Trainers may prefer to book their own flights and have you reimburse them for the expense. If you have scheduled your Training three months in advance, Trainers will typically book their flights early to get the best possible rates.

When making travel arrangements on behalf of the Trainers, treat the Trainers as you would want to be treated. For example, book non-stop flights if possible. If a non-stop flight is not available, do what you can to arrange for as few transfers and layovers as possible.

Unless otherwise notified, the trainer will arrive in your area the evening prior to the first day of the training and depart the morning after the training is complete. Before booking flights call your Trainers for the answers to the following questions:

1. Is there a specific airline they prefer?
2. Do they have a mileage-plus account?
3. Do they have a seating preference?
4. Do they have any special dietary needs during the flight?
5. Are they arriving from their home location or coming in from another event?

Once you have this information from the Trainers, call the airline to inquire about flight reservations. Before you actually book the flight, call the Trainers again to confirm flight times and locations.

If your Training has Apprentice Trainers, they will pay for their own flights, meals, and other expenses unless the Sponsor chooses to do so. There is no obligation to pay apprentice expenses.

Depending on your choice of local transportation, you or a designated person should meet the Trainers at the airport and take them to the training location. The Trainers need to know who will be meeting him or her and be given that person's phone number ahead of time.

Accommodations for the Trainers may be at the location for the Training, another local hotel, or at someone's home nearby. It is the Sponsor's responsibility to coordinate these arrangements with the Trainers in advance. If the Trainers elect to stay at a hotel, the cost of their stay (for the night prior to the Training through the last night of Reveal) is the Sponsor's responsibility.

# SUPPLIES & EQUIPMENT

---

## Overview

---

The following supplies are the minimum required when sponsoring Reveal. Depending on the meeting rooms, additional supplies and equipment may be needed. Walk through the event in your mind, making note of any supplies or equipment that may be needed that aren't listed here. For example, if your meeting room does not have lights on dimmers, you may need at least four dimmable halogen lamps for the Training.

Where GAP Community has established trainings/Trainings, a supplies box may be available for your use during Reveal. Typically, this supply box is either rented or the supplies that are used are replenished upon the completion of the event.

### *General Supplies*

- 3 boxes            ballpoint pens (for graduation, offering, replacements, etc.)
- 1 easel (for large paper pads)
- 2 large easel pads (one Post-It sticky backed on, and one without the sticky back)
- 1 set                large Magnum markers (red, blue, green, and black)
- 4 rolls              blue painter's tape (for the chair perimeter taping)
- 1 roll                gaffers tape (for the sound system cords)
- 1 pair                scissors
- 1 box                paper clips
- 1 stapler
- 1 box                staples
- 1 case                facial tissues (24 + five boxes, whichever is greater)
- \_\_\_                    name tags and holders (enough for two for all participants, team members, Trainers, guests in the room, and at least a dozen extra)
- 2                      replacement light bulbs (for floor lamps, if used)
- \_\_\_                    replacement batteries (for flashlights and wireless mics)

## *Special Needs Supplies*

Where GAP Community has established trainings/Trainings, a special needs supplies box may be available for your use during Reveal. Typically, this supply box is either rented or the supplies that are used are replenished upon the completion of the event. The following lists the special needs supplies needed for Reveal.

- 1 first aid kit
- 1 bottle Tylenol
- 1 bottle Advil
- 1 container Band-Aids (assortment)
- 1 bottle Tums
- 1 package cough drops
- 1 package hard candy
- 1 bottle anti-diarrheal medicine
- 1 bottle Pepto-Bismol
- 1 bottle saline solution
- 1 package Kotex Regular
- 1 package Kotex Lite Days
- 1 package Tampons
- 6 wash cloths
- 15 small plastic "barf bags"
- 6 to 9 juice boxes

## *Food/Meals*

- \_\_\_ as food is allowed in the room for Reveal, you can choose to bless the participants with any snacks, drinks, fruit, baked goods, etc. (volunteers outside the room are a great resource for this)
- \_\_\_ snacks for the team in the team room

- \_\_\_ drinks for the team in the team room
- \_\_\_ Friday breakfast for the team and Trainers
- \_\_\_ Saturday breakfast for the team and Trainers
- \_\_\_ Friday lunch for the team and Trainers
- \_\_\_ Saturday lunch for the team and Trainers
- \_\_\_ Friday dinner for the team and Trainers
- \_\_\_ Saturday dinner for the team and Trainers
- \_\_\_ Sunday brunch for all (team, Trainers, and participants)

### *Equipment*

- 2 stools or tall chair (one for each Trainer)
- 1 basket for collecting nametags
- 2 baskets for collecting offering
- \_\_\_ trash cans for room (if insufficient number provided by location)
- 1 laptop
- 1 printer (for any printing issues—the meeting location may be able to supply this)
- 1 sound system amplifier (250 to 350 watts)
- 1 sound system mixing board (minimum four-channel mixer)
- 2 wireless microphones (with replacement batteries)
- 1 set of earphones (with independent volume control)
- 2 to 4 speakers (preferably on stands)
- \_\_\_ 14 gauge speaker wire (sufficient length for speakers to be in the four corners of the room)
- \_\_\_ extension cords (sufficient length for location of plugs)

- — connecting cables (whatever is needed for equipment used)