

# 8 Teacher Training Logistics Form

Use this training logistics template to keep track of details as you plan your training. Adapt it to include the things that are important for your needs.

## SITE AND TRAINING FACILITIES INFORMATION

Site: \_\_\_\_\_

Name of program: \_\_\_\_\_

Training location: \_\_\_\_\_

Training dates: \_\_\_\_\_

Room(s) needed: \_\_\_\_\_

Person responsible for room set-up: \_\_\_\_\_

Contact person at the training location (general/contracts/logistics, etc.): \_\_\_\_\_

Phone number/email: \_\_\_\_\_

Contact at the training location on the day of training: \_\_\_\_\_

Phone number/email: \_\_\_\_\_

Arrangement for parking at training location? \_\_\_\_\_

Cost per hour/day and number of days: \_\_\_\_\_

**Total cost of training facilities rental:** \$ \_\_\_\_\_

## TECHNOLOGY

IT contact at the venue: \_\_\_\_\_

IT contact at the venue on the day of training: \_\_\_\_\_

IT contact for the training planning team: \_\_\_\_\_

Facilities meet electrical specifications (see tech specifications)?  Yes  No

Facilities meet connectivity specifications (see tech specifications)?  Yes  No

Specs for computer set-up on the day of training: \_\_\_\_\_

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Number of computers required: \_\_\_\_\_

Who is responsible for computers? \_\_\_\_\_

Sending computers to training facility?  Yes  No

Shipping address: \_\_\_\_\_

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Ship to: \_\_\_\_\_

Who will send computers? \_\_\_\_\_

Date sent: \_\_\_\_\_

### **Plan for returning computers:**

Ship to training planning team address: \_\_\_\_\_

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Who will return computers? \_\_\_\_\_

Date sent: \_\_\_\_\_

Other A/V and tech equipment required from the venue: \_\_\_\_\_

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Who is responsible for confirming A/V and tech equipment at the venue (one week before and the day of the event): \_\_\_\_\_

## TRAINING ATTENDEES

Number of teachers attending: Day 1 \_\_\_\_\_ Day 2 \_\_\_\_\_

Number of members of the training planning team attending:  
Day 1 \_\_\_\_\_ Day 2 \_\_\_\_\_

Number of trainers attending: Day 1 \_\_\_\_\_ Day 2 \_\_\_\_\_

Number of coaches attending: Day 1 \_\_\_\_\_ Day 2 \_\_\_\_\_

Number of others attending: Day 1 \_\_\_\_\_ Day 2 \_\_\_\_\_

**Total Attendees:** \_\_\_\_\_

Who will arrive early (the afternoon before training) to assist with setup? \_\_\_\_\_

Who will arrive early on the day of training to help set up the room and check attendees in? \_\_\_\_\_

Who will stay (one hour) after training to help pack up/ship materials (at least two people)? \_\_\_\_\_

Flights for trainers (the latest time they can stay at training):  No  Yes  Done

Car service for trainers:  No  Yes  Done

Hotel for trainers:  No  Yes  Done

## FOOD: BREAKFAST, LUNCH, AND SNACK

Food provider/provider contact information: \_\_\_\_\_  
\_\_\_\_\_

Special food needs: \_\_\_\_\_  
\_\_\_\_\_

Additional food: \_\_\_\_\_  
\_\_\_\_\_

Cost: \_\_\_\_\_

# TRAINING MATERIAL

MATERIALS	TOTAL COPIES NEEDED For Teachers	PERSON RESPONSIBLE
<b>For Trainers</b>		
<b>For Coaches</b>		
<b>For Training Planning Team</b>		
<b>For Venue</b>		

Who will check that all training materials have arrived? \_\_\_\_\_

Who will have electronic copies for backup? \_\_\_\_\_

Who will bring or ship additional materials/supplies (markers, tape, pens, etc.)? \_\_\_\_\_

\_\_\_\_\_

Cost of producing/shipping materials: \_\_\_\_\_

**TOTAL COST** (facilities, technology, food, other materials): \_\_\_\_\_

