This is a generic checklist that you can use before the launch of each training program to make sure your [preparation process](https://www.trainersbox.net/store/p897/Training-preparation-flow-chart.html.html) is successfully completed: Please keep a separate printout of this document before each training and check the box only if the relevant action is completed:

**Three Months before Training**

* Conduct [Training Needs Assessments](http://www.trainersbox.net/uploads/1/4/1/0/14109833/trainingneedsanalysis.pdf)
* Discuss training scope and objectives
* Discover which executives are directly involved
* Develop training theme
* Set date
* Announce the dates
* Consider possible venues
* Gauge the time needed for the training program
* List staff members to be involved and if need coaching on a particular skills for the event
* Have a summary of staff [responsibilities](https://www.trainersbox.net/store/p931/roles-and-responsibility-chart.html.html)

**Two Months before Training**

* Select hotel or venue
* Arrange rooms and facilities with the hotel or venue
* Make a list of printing needs
* Set up a schedule for marketing and [advertising your program](https://www.trainersbox.net/store/p899/advertising-flow-chart-for-training.html.html)
* Create a list of staff assignments
* Decide which especially qualified speakers should attend to address the group
* Create a list of material requirements and equipment
* Start social media and/or [mailing campaign](https://www.trainersbox.net/store/p945/flyer-template-for-training.html.html)
* Get quotes on decoration, catering and other services needed
* Plan for transportation needs
* Confirm all agreements in writing

**One Month before Training**

* Negotiate with invited speakers
* Agree on the content and the length of their talk/speech
* Arrange or reserve any transportation required
* Conduct an intensive marketing campaign

 **Two Weeks before Training**

* Make the [necessary copies of materials or forms for distribution](https://www.trainersbox.net/templates.html)
* Make or [order final visuals, presentations](https://www.trainersbox.net/presentations.html), [games](https://www.trainersbox.net/training-games.html), [icebreakers](https://www.trainersbox.net/icebreakers.html), [assessments](https://www.trainersbox.net/flow-charts.html), etc.
* Arrange for material to be shipped
* Purchase souvenirs or theme giveaways
* Send a rooming list to the hotel or facility with any special instructions
* Arrange for a photographer
* Set a timetable for ground transportation
* Arrange for locked storage space at hotel or facility
* Prepare your training roster or [communication plan](https://www.trainersbox.net/store/p935/communication-management-plan-template.html.html)
* Prepare name badges
* Rehearse with microphones, data shows pointers and speakers

**One week before training**

* Reconfirm plans with training staff
* Review plan or arrangements with the responsible person at the venue
* Confirm specific times and duties of hotel or venue personnel to service the training
* Confirm menus, coffee break times, reception and clarify instructions
* Check that shipped materials have arrived or digital [materials](https://www.trainersbox.net/shop.html) available
* Confirm meeting details with suppliers
* Send timetable to the catering providers with specified orders, delivery dates and times
* Mail information to attendees including: dates, times, locations, travel, parking, attire, feedback or inquiry forms and people to contact
* Order or make the necessary signs
* Alert press if coverage is needed
* Store all materials and equipments in a secure place

**One - Two Days before Training**

* Check on the rented audio/visual equipment
* Order flowers or complimentary gifts
* Meet or connect with all department heads and confirm key arrangements
* Reconfirm [plans with the registration](https://www.trainersbox.net/store/p900/Training-registration-flow-chart.html.html) desk
* Check weather reports for possible effects on arrivals
* Make a final check on audio/equipment
* Review plans and contingency plans with technical and maintenance staff
* Check handouts and other material
* Arrange to meet special speakers and guests
* Copy and distribute room setups/plans to your staff
* Have your coordinator(s) call each trainee to remind him/her of the training launch date and time and confirm their attendance
* Give final briefing to your staff recapping their responsibilities. Highlight including dress code
* Reconfirm catering arrangements
* Reconfirm hospitality and room arrangements
* Reconfirm credit and check cashing agreement with the hotel or venue
* Have a product display set up
* Have a stock of stationary handy - a stapler, punch, box files, notebooks, pens, pencils, staples, post its, clips, whiteboard markers and extra flip chart
* Have extra copies of [attendance sheet](https://www.trainersbox.net/store/p944/attendance-sheet-template.html.html), [evaluation forms](https://www.trainersbox.net/store/p937/training-evaluation-form.html.html), marketing flyers and learners booklets, [certificates](https://www.trainersbox.net/store/p941/certificate-template.html.html), business cards and training program [schedule](https://www.trainersbox.net/store/p933/schedule-and-calendar-spreadsheet.html.html) printouts

**On the Training Day 2-3 Hours before Training**

* Check room set up
* Check ventilation and temperature
* Check mikes and audio/video equipment
* Check registration desk setup
* Check that handouts are in their right place
* Confirm availability of support staff
* Confirm signs are in place
* Check that the photographer is ready
* Check place cards
* Check backlight stage lights and props
* Give last minute instructions to program staff

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**General Remarks:**