



SITE FACILITATOR CHECKLIST

PRE-COURSE PREPARATION		
PLEASE INITIAL NEXT TO EACH ITEM TO CONFIRM AGREEMENT		
Responsibility	Due to Section	Initial
o Contract sent to Section Office	Upon Receipt	
o Maximum # of Participants allowed	Upon Receipt	
o Hotel information to include: 3 hotels that are within walking distance/short taxi ride to facility	As soon as possible	
o Travel Information to include: Distance and travel time from the airport to the facility Driving directions to facility (include maps)	As soon as possible	
o Map of Facility – location of course (room #) If the lecture and lab take place in different locations, please provide location for each and distance between the two. Parking Information	As soon as possible	
o Emergency phone number and contact at the facility. This is for us to put on confirmation letters in the event registrants have an issue the day of the course.	As soon as possible	
o Name(s) of staff receiving complimentary registration(s) to course.	4 weeks prior to course	
o Name and address of the person to receive all packages containing course materials.	4 weeks prior to course	
o Commitment from a person to do on-site registration and course clean-up.	4 weeks prior to course	

DAY OF COURSE CHECKLIST	
THE FOLLOWING ITEMS WILL BE PROVIDED BY THE SECTION	Initial
o Name badges	
o Sign-in sheets for participants – To be returned to APTA	
o Participant list	
o Course certificates	
o Blank on-site registration forms Please get credit card number, expiration date, name on the card, billing address and phone number.	

THE FOLLOWING ITEMS WILL BE THE RESPONSIBILITY OF THE FACILITY	Initial
PLEASE INITIAL NEXT TO EACH ITEM TO CONFIRM AGREEMENT	
o Audio visual equipment which may include: Projector, screen, extension cords, spare bulb	
o Podium, Microphone	
o Signs in the facility directing participants to the course location	
o Continental Breakfast and Afternoon Break for each day of the course up to the maximum number of participants allowed	
o Plenty of water throughout each day for participants	
o The facilitator must be available during all hours of the course	