

AQUATIC SAFETY RESEARCH GROUP, LLC

CONSULTING, TRAINING AND EXPERT WITNESS SERVICES

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HOSTING AN AQUATIC RISK MANAGEMENT SERIES WORKSHOP

Thank you for hosting an A.R.M. series workshop. In addition to registering participants for the workshop and arranging for breaks/lunches, your main responsibility is to ensure that the room is prepared in advance of the course with the necessary equipment and supplies. This checklist should assist you in preparing the room for the workshop.

REGISTRATION DESK:

- | | |
|--|---|
| <input type="checkbox"/> Signs directing participants to classroom | <input type="checkbox"/> Receipt Book |
| <input type="checkbox"/> Table with chair(s) | <input type="checkbox"/> Cash box with petty cash |
| <input type="checkbox"/> Class list | <input type="checkbox"/> |
| <input type="checkbox"/> Pens / Pencils | |

CLASSROOM AREA:

- Projection Equipment
 - o Computer Projector (LCD / DLP) and cables (*Recommended 1100 lumens minimum*)
 - o VCR (with RCA cables to connect to LCD Projector)
 - o Long (25') extension cord
 - o Power strip with a minimum of four (4) outlets
 - o Screen
- Whiteboard & Dry Erase Markers *or* Sturdy Flipchart with Markers
- Head table with chairs for Instructor(s)
- Participant tables with chairs

BREAKS:

Many groups seek sponsors for lunches and breaks. Local pool or chemical companies are ideal sponsors of this type of training. Recognition for such sponsorship is typically done by signs at the break table(s) in addition to handing out brochures/catalogs at registration. Time is not allocated to allow sponsors to make presentations during the workshop.

Sample Morning Break

- Coffee / Tea / Juice
- Cream / Milk
- Cups & Stirrers
- Sugar / Sweet 'n Low / Equal / Splenda
- Napkins
- Muffins / Donut Holes

Sample Afternoon Break

- Coffee / Tea / Soda / Juice
- Cream / Milk
- Cups & Stirrers
- Sugar / Sweet 'n Low / Equal / Splenda
- Napkins
- Cookies / Brownies