

## GRE RPOI Facilitator Checklist

### **Before the day you are scheduled to train**

- \_\_\_\_\_ Meet with the other facilitators on your team, plan out who will do what, contingencies for prompting someone who's forgot their line, etc.
- \_\_\_\_\_ Practice facilitation as needed.
- \_\_\_\_\_ Arrange transportation (carpooling with your team is suggested).
- \_\_\_\_\_ "Tour" the room you'll be facilitating in before the day of training, if possible.

### **The morning of training**

- \_\_\_\_\_ Arrive at the training room by 7:45. Make sure you have all your materials, and set up the room.
- \_\_\_\_\_ Set out the a.m. roster and name tags near the door, which you'll direct participants to as they enter. (Save the p.m. roster to pass around after the last break of the day.)
- \_\_\_\_\_ Set out participant packets on the participant tables.
- \_\_\_\_\_ Turn on the DVD player and TV monitor, make sure the RSJ video is ready to play. Set the *Race: The Power of an Illusion* DVD beside the player for you to put it later.
- \_\_\_\_\_ Note the location in the room of your other materials: the Ground Rules poster, the easel pads and easel, the markers and extra participant packets. Note the location of the restrooms to point out to participants.

### **At the end of training**

- \_\_\_\_\_ If participants moved the tables and chairs, have them return them before they leave.
- \_\_\_\_\_ Collect a completed evaluation from every participant.
- \_\_\_\_\_ Collect the easel paper on which the participants compiled their ideas in the last exercise of the day. Bind together with a rubber band and date the outside, set aside with the supplies.
- \_\_\_\_\_ Collect the signed rosters and set aside with the supplies.
- \_\_\_\_\_ Training team spend 10 minutes scanning the evaluations and discussing how you think you did. Collect "lessons learned" to pass on to other facilitators.

#### FOR HELP WITH LOGISTICS/EQUIPMENT/FOOD:

Name	Phone	Task

#### FOR HELP WITH PARTICIPANT MANAGEMENT:

Name	Phone	Task