



# TRAINING VENUE CHECKLIST

<b>Venue:</b>	<b>Venue ID:</b>
<b>Location:</b>	<b>Date checked:</b>
<b>Contact:</b>	<b>Phone:</b>

**Email:**

## Training Facilities

Number of training areas available:

Training area (meeting/lecture room) comfortably holds desks and chairs for.....students

Availability of white boards (# and size):

	Yes	No		Yes	No		Yes	No
Overhead projector.....	<input type="checkbox"/>	<input type="checkbox"/>	Television.....	<input type="checkbox"/>	<input type="checkbox"/>	Air Conditioner.....	<input type="checkbox"/>	<input type="checkbox"/>
Data projector.....	<input type="checkbox"/>	<input type="checkbox"/>	DVD Player.....	<input type="checkbox"/>	<input type="checkbox"/>	Heater.....	<input type="checkbox"/>	<input type="checkbox"/>
Projector screen.....	<input type="checkbox"/>	<input type="checkbox"/>	Video Player.....	<input type="checkbox"/>	<input type="checkbox"/>	Projector screen.....	<input type="checkbox"/>	<input type="checkbox"/>
Power point.....	<input type="checkbox"/>	<input type="checkbox"/>	Adequate lighting.....	<input type="checkbox"/>	<input type="checkbox"/>	Power point.....	<input type="checkbox"/>	<input type="checkbox"/>

## Indoor/outdoor facilities:

	Yes	No		Yes	No		Yes	No
Fridge.....	<input type="checkbox"/>	<input type="checkbox"/>	Emergency plans.....	<input type="checkbox"/>	<input type="checkbox"/>	Male/Female toilets.....	<input type="checkbox"/>	<input type="checkbox"/>
First aid kit.....	<input type="checkbox"/>	<input type="checkbox"/>	Coffee/tea facilities.....	<input type="checkbox"/>	<input type="checkbox"/>	Disabled toilets.....	<input type="checkbox"/>	<input type="checkbox"/>
Dressing rooms.....	<input type="checkbox"/>	<input type="checkbox"/>	Disabled access.....	<input type="checkbox"/>	<input type="checkbox"/>	Showers.....	<input type="checkbox"/>	<input type="checkbox"/>
Adequate ventilation.....	<input type="checkbox"/>	<input type="checkbox"/>	Catering facilities.....	<input type="checkbox"/>	<input type="checkbox"/>			

Adequate parking facilities for.....vehicles

**Indoor/outdoor facilities:** Description/diagram of indoor/outdoor training areas available including size, ground type, available cover/shade and any other relevant information...

<b>Checked by:</b>	<b>Date:</b>
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**Signature:**