

List of Needs to Have for the Training:

- Sign in sheet
- Nametags and name tents for participants
- Manuals or handouts for participants
- “Parking lot question” sheet posted
- Snacks
- Water, tea, etc.
- Projector and screen
- Laptop with projector cable
- Newsprint
- Markers
- Blue tape
- Extension cords if needed
- Copies of *Congregational Preparedness Questions, Presbytery Preparedness Questions, and How to Use These Resources.doc*

Logistics

- Before the training, contact Emergency Management (or fire chief) to ask what disasters they prepare for in the local area.
- Make cheat sheet of possible disasters in local area.
- Greeting and Registration before formal start time.
- Set up for groups of three to six trainees each.
- Have photo scenarios ready to “go” and assign instructors who will be available to each table.