

## Things to bring and do for:

Date \_\_\_\_\_ Event STI Training

Location \_\_\_\_\_

### Items to bring:

- Sign in sheet
- Evaluations
- Flip chart paper
- Name tags/holders
- Pens/pencils/markers
- Laptop
- Speakers for computer
- Handout packets
- Crayons
- Drawing Paper
- Blue tape
- Post It notepads
- Powerstrips/ext. cords
- Misc Office Supplies

### Logistics:

- Map/directions to site
- Crayons and paper on table a.m.

### Things to do in advance:

- Reserve training space and confirm room set up
- Touch base with IT person
  - Make sure there is a good wifi signal and there are no "blocks" on the website
  - Confirm use of LCD projector with sound capability or bring your own
- Arrange catering
- Lunch count date \_\_\_\_\_
- Contact a representative of the Tribe closest to school district and Indian Education Coordinator for district and keep them in the loop