

## ERT Training Host Church Checklist

Below is a list of things to consider in order to successfully host an Early Response Team Training Event. Please review this list before committing to hosting an event so that we can provide the best event possible.

To host an ERT Training session, your church should be prepared to provide the following items. Contact your trainer for more specific details and needs.

- Space for 10-15 people in a comfortable environment that will include room for tables and also some open space for training demonstrations.
- Tables and chairs. Rectangular tables are preferred, set in u-shaped layout. Three additional tables for presenter's equipment may be needed.
- Appropriate meals and/or snacks and drinks, including water and coffee.\*
- Internet access (Wi-Fi preferred)
- Screen and projector or large TV with HDMI connection.
- Printed training materials, including notebooks and dividers. Contact your trainer at least two weeks before the training to make arrangements.\* Training materials can also be provided in electronic format for participants who will use a laptop or tablet.
- Registration. Your church can receive registrations on your own church website, by phone, or by email. Provide the registration details to your trainer as soon as they are determined in order to publicize your training session.

### Date:

Set a date that works well for your church schedule and the trainer. A training event is usually set up as either:

- a. an all-day Saturday event (8am to 5pm), or
- b. a Friday (6pm to 9pm)/Saturday (8am to 2pm) event.

### Fees:

*\*Participant fees can cover some/all of these costs.*

Determine the per-person fee based on whether the church or the participants will cover these expenses:

- food and drinks
- building usage
- trainer's expenses
  - o mileage, hotel, etc., as needed
- training materials
  - o manual: binder plus approximately 85 pages copied, some of which are in color
  - o if the host church cannot provide the manuals, the trainer will provide them and should be reimbursed in a timely manner.
- other appropriate incidentals

Upcoming training session:
Location: _____
Date(s), times: _____
Trainer: _____
Trainer's contact info: _____
Fee per person: _____
How to register: _____
_____
Training manuals provided by: <input type="checkbox"/> Church <input type="checkbox"/> Trainer

*If your church has any questions, contact the Conference Disaster Response Coordinator at 251-270-2932.*