

Local Community Co-ordinators' Pre-Course Checklist

2-3 mos before:

- liaise with The CARE Course re venue, catering & participants
- provide shipping address of venue to The CARE Course
- sketch out likely location(s) of course within facility
- provide catering document to local caterer
- ensure funding is available
- advertise / communicate directly with possible participants



4-6 wks before:

- confirm participant list – provide participants with the link to the on-line registration form

2 wks before:

- finalize catering
- confirm arrangements for room(s), and confirm plans to restore & clean room(s) *after* course
- confirm arrangements for 30 chairs, and 20 tables (at least four 8'x4') *or* 16 tables & 4-5 stretchers
- provide 'media release' document to local newspaper

2-3 days before:

- ensure that FOUR pallets of equipment have arrived
- review plans with caterers, especially exact times for food 'ready to go'

the day before:

- ensure room(s) are cleared / prepared for course set-up and are accessible 6:30am–7pm for the 2 course days
- ensure the following are in the room(s):
 - 30 chairs
 - 20 tables / 16 tables plus 4-5 stretchers
 - 1 full-size projector screen & 1 LCD projector
 - 2 power cord / extension leads
 - 10 sheets, 5 towels, 5 pillows
 - 5 rolls of pink medical tape (“nurses’ duct tape” :)
 - 10 boxes of medical gloves (of appropriate sizes)
 - 8 blue pads (absorbent liners)
 - 5 garbage cans
 - any outdated supplies or equipment to donate
- ensure a facility representative will meet faculty upon their arrival and provide brief tour / intro to facility.
- ensure availability of 2 monitors, ventilator, CPAP/BiPAP, where possible
- convey any last minute important information re venue, or changes of participants

