




Local Community Co-ordinators' Pre-Course Checklist

<p>2-3 mos before:</p> 	<ul style="list-style-type: none"> 🎬 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 			
<p>4-6 wks before:</p>	<ul style="list-style-type: none"> 🎬 confirm participant list – provide participants with the link to the on-line registration form 			
<p>2 wks before:</p>	<ul style="list-style-type: none"> 🎬 finalize catering 🎬 confirm arrangements for room(s), and confirm plans to restore & clean room(s) <i>after</i> course 🎬 confirm arrangements for 30 chairs, and 20 tables (at least four 8'x4') <i>or</i> 16 tables & 4-5 stretchers 🎬 provide 'media release' document to local newspaper, if desired 			
<p>2-3 days before:</p>	<ul style="list-style-type: none"> 🎬 ensure that FOUR pallets of equipment have arrived 🎬 review plans with caterers, especially exact times for food 'ready to go' 			
<p>the day before:</p> 	<ul style="list-style-type: none"> 🎬 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): <table border="0" style="width: 100%; margin-left: 20px;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> ○ 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 ○ 1 set of PPE (gowns, etc.) for participants </td> <td style="vertical-align: top; padding-left: 20px;"> <ul style="list-style-type: none"> ○ 5 rolls of 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tape” :) ○ 10 boxes of medical gloves (of appropriate sizes) ○ 8 blue pads (absorbent liners) ○ 5 garbage cans ○ any outdated supplies or equipment to donate </td> </tr> </table> 🎬 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 	<ul style="list-style-type: none"> ○ 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 ○ 1 set of PPE (gowns, etc.) for participants 	<ul style="list-style-type: none"> ○ 5 rolls of 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 	
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