Arkansas Master Gardener Program - County 76
Check List for Hosting Advanced Training

Date____________________ County____________________

--Five to Nine Months Prior to Advanced Training Date

__1.  Select a Topic, Date, and Location for Training

__2.  Notify Master Gardener Advanced Training Coordinator (MG ATC) of training date

__3.  Designate Chair  (establish committee and assign member responsibilities)

--Three Months Prior to Advanced Training Date

__4.  Complete Part One of Application for Advance Training and send to Master Gardener Advanced Training Coordinator (MG ATC) at the State Extension Office in Little Rock.

__5.  Establish purpose (What you want participants to learn)

__6.  Contact and confirm speakers for Advanced Training (AT) program

   - Brief Description of course material – short paragraph, 2—3 sentences

   Notification of Training Committee comments to host county within 8 days

--Two Months Prior to Proposed Training Date

__7.  Determine budget and cost per person for course

__8.  Complete “Part Two of Application for Advanced Training” and send to MG ATC.

   Notification of Training Committee comments within 8 days

__9.  Write Speakers to document pertinent information--location, expenses, audio visual requirements, brief topic summary, biography, etc.

__10.  Prepare email announcing AT class; include dates, registration cutoff date and topic.

__11.  Prepare Registration Packet

   - Registration Form  (Make lunch arrangements if necessary)

   - Course agenda, session summaries and bios/speakers

   - List of hotels/motels in area.

   - Map or clear directions to class site.

   - List of places of interest in area (optional)

-- Six or Seven Weeks prior to Advanced Training

__12.  Send email announcing AT Class and Registration Packet to MG ATC (#10 & 11) for distribution to counties.  Log Registrations in by date as they come in; maintain a waiting list.
--Two Weeks Prior to Proposed Training Date

13. Send roster of registrants to MG ATC--update list with any late registrants. (MG ATC will send attendees list to Counties. This will allow people in the same area to car pool.)

14. Arrange with MG ATC to develop evaluation form.

15. Confirm speaker arrangements

16. Make class material packets (handouts, flashdrives, notebooks, supplies)

--One Week and make class Prior to Proposed Training Date

17. Technical equipment arranged for and tested to insure working and compatible (consider having backup computer and projector)

18. Lunch arrangements confirmed (if applicable)

19. Assembly room arranged as it will be for training.

--Day Before or Day of Class

20. Check Room setup

21. Verify microphone, computer, power point, and projector are working properly.

22. Insure water, coffee or sodas (as appropriate) availability

23. Place signs outside directing to classroom & parking

24. Registration table set up – sign in sheets / packets with registrants’ names

--Within two weeks after training

25. Return to MG ATC office the certificates not presented to individuals after the class.

26. Send list of participants who completed the class (name, address, email, county, year participant completed MG basic training, telephone number) to MG ATC

27. Send check made payable to CES for the amount of $5.00 per registrant to MG ATC

28. Send financial report and check (if applicable) made payable to CES for payment of profit of more than $300 for the host county to MG ATC.

29. Send thank you notes to speakers and other significant supporters.

30. Host Committee hold wrap up meeting to go over what went well and what didn't and send results to the County 76 Training Committee

. Enjoy the feeling of a job well done!

This is a product of County 76. 2016 Revision