



Hosting Checklist

- Review the Hosting Responsibilities to familiarize yourself with the expectations and policies related to hosting a PT training course
- Request for Training: Complete the Host Request Form online at the PT Website <https://protectorstoolkit.com/>. We will contact you within one week to define the session date.
- Pick three potential dates for your training at least 3 months in advance. This will allow us flexibility to fit our calendar to yours as well as allow us enough time for the paid and unpaid marketing to work. Personal courses (just your church) can be scheduled sooner based on schedule availability.
- Once the training is confirmed, and you have received your confirmation email from PT, consider the following when selecting a training site:
 - Select a room that will not be overcrowded, too hot or too cold, or subject to outside distractions.
 - Find out if the instructor can control the heat or air-conditioning (You would be surprised about how frequently we hear complaints about room temperature)
 - Make sure the room is of adequate size and shape (No poles or obstructions).
 - The instructor will need a way to show a PowerPoint presentation to include audio connection. This can be large TV monitors, projectors, etc...
 - If the class size is beyond 25, the instructor will need a microphone.
 - Be sure that room lighting controls are available. Many training courses use visual aids that require a projection screen. It is important to have a room where lighting can be controlled to prevent glare on the screen while not placing the room in total darkness. (Will shades completely darken all windows? Can the lights be selectively dimmed when showing slides or viewgraphs? Will overhead lights shine directly on the screen? Can a bulb be removed above the screen or will the blackboard be too dark?)
- Complete the [Host Checklist Form](#)