## PRESENTER NEEDS/EQUIPMENT SELECTION FORM

### Trainer Information

<table>
<thead>
<tr>
<th>Name</th>
<th>ADA Needs</th>
<th>Dietary Needs</th>
</tr>
</thead>
</table>

*Note: If you haven’t trained for us before, or if we already have your bio but you want to make changes, please include a short / updated bio to use in our marketing materials when you return this form.*

### Training Session Information

<table>
<thead>
<tr>
<th>Training Date(s)</th>
<th>Training Title</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Training Location</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Lodging:**

- [ ] Yes, please reserve hotel room. [ ] Check in: [ ] Check out on:
- [ ] No reservation is needed

### Equipment Needs

<table>
<thead>
<tr>
<th></th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>VCR/TV</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overhead Projector</td>
<td></td>
<td></td>
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<tr>
<td>LCD Projector</td>
<td></td>
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<td></td>
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<tr>
<td>Laptop</td>
<td></td>
<td></td>
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<tr>
<td>Flip chart stands (Qty)</td>
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<td></td>
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<tr>
<td>Podium</td>
<td></td>
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<tr>
<td>Other</td>
<td></td>
<td></td>
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</tbody>
</table>

### Room Setup

Indicate first and second choice for setup of training room, or make a drawing on the reverse side.

1st Preference: Other/Notes: 

1st Preference: Other/Notes: 

### Training Materials and Supplies

Check the items you would like the Partnership to supply:

- [ ] Tape
- [ ] Markers
- [ ] Toys
- [ ] Other: 

Videos you plan to use: 

Will you bring them? [ ] Yes [ ] No

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Please turn the page over
Handouts

☐ I will send/deliver a master copy of the handouts 4 weeks before the training.

☐ I will use the same handouts as last time this training was offered, with no changes.

☐ I have additional handouts which I will send/deliver 4 weeks before the training, with instructions on how to incorporate them into the handouts I used last time this training was offered.

☐ I will provide the handouts for this training. (Please contact our office a week to 2 weeks before the training to verify the number of participants signed up; please speak with Erik Pritzl to arrange a payment agreement for the charges.)

Handout Organization

☐ Each handout should be copied and placed in separate stacks to be handed out by the presenter(s) as needed.

☐ All handouts should be collated into a binder or folder and handed out by the presenter(s).

☐ All handouts should be collated into a binder or folder and given directly to participants.

☐ Some handouts should be collated into a binder or folder and given directly to participants, and others should be stacked by handout for the presenter(s) to distribute as needed. Please describe which handouts are to be handed out separately and which are to go into the folders or binders:

Other request or comments:

Room Setup/Layout

Use this space to draw a diagram of how you would like to room to be set up.

Please return to:
Southern Child Welfare Training Partnership
21 N. Park Street, 7th Floor
Madison, WI 53715
Email: southernpartnership@dcs.wisc.edu
Main Phone: (608) 262-7291