

Check List for GONA Training

Coordinating Committee

DATE _____

1 _____

4 _____

2 _____

5 _____

3 _____

6 _____

Training Location

Due Date ASAP _____

Lead person/s _____

2nd Person _____

Location _____

Contact _____ **Cell** _____

Early access _____

Available equipment at rental?

- Chairs**
- Tables**
- Screens**
- Electrical Cords**
- Break out Rooms**

- Kitchen**
- Pots Pans**
- Coffee Maker**
- Refrigeration**

Spirit Room

For the training we will need a quiet area. Some call it a drop out room, some a spirit room. This is where folks can go if they need space from all the training or if feelings have come up. This can be accomplished in a separate area or in a screened off portion or a really large room as in a gym. People may staff this space such as counselor or traditional helpers.

Getting the word out

Ongoing _____

Lead person/s _____

Advertising the GONA Depending on target audience,

- **Email**
- **Flyers:** at Bingo, school, church and other gatherings
- **Posters**
- **Radio and Community TV**
- **Brief presentation at other meetings and getting the word out**
- **Face book or My space**
- **Be creative, Laundromat, while shopping, ???.....**

Prizes for participants

Lead person/s _____

It has proven over many years of trainings that our people love prizes and surprises. So if budget allows, small and big prizes are recommended as incentives for their awesome participation. Cups, bags, gift card of different denominations. Traditionally we gift people who come to an important gathering

Nutrition and Beverages/Water

Lead person/s _____

Food Handlers /Shoppers/ cooks

1 _____

4 _____

2 _____

5 _____

3 _____

6 _____

Meals and Food

How many meals? Bring your own

Obtaining food

Preparing or laying out

Cup and Plates & Utensils Napkins

Clean up, Dishes, Trash removal

Basic Training Equipment / Craft Supplies

Lead person/s _____

- **LCD Projector**
- **Picture printer and paper**
- **Screen**
- **Extension Cords**
- **Easels**
- **Tables for supplies and for front of room**
- **Sound equipment and speakers.**