

HOST CHECKLIST

- At least 10 confirmed participants:** trainings will be cancelled if less than 10 people are present on first day of training.
- OhioMHAS Training Materials delivered to training site on first day of training**
- Participants notified of information on OhioMHAS Peer Recovery Supporter Training Communications Template**

LOCATION REQUIREMENTS:

- Space that accommodates 27 people (25 participants + 2 facilitators)
- Free/easy parking
- Tables arranged in U-shape, with 1 table up front for the facilitators (this is an interactive training)
- Access to either a DVD player with TV/Screen ***OR*** access to a projector/screen with internet access. Participants will view a video during training that is available as either a DVD or a YouTube link.

SUPPLIES NEEDED AT TRAINING SITE:

- Flipcharts
- Flipchart board
- Markers
- Name tents

MATERIALS TO BE PRINTED BY HOST AND BROUGHT TO FIRST DAY OF TRAINING:

- Sign-in Sheet:** *1 copy.* Participant names can be typed in or written.
- Certificates of Training Completion:** *1 per participant.* This is a fillable PDF – you can type participant names or have participants fill in name. Signed and distributed by facilitators on last day of training ***only to participants who successfully complete training.***