



Education Session Checklist

- Schedule location/facility: _____
- Onsite contact person: _____
- Confirm available on-site technology
- Plan Presentation Structure
 - Download for overhead projection, or
 - Print for group presentation
- Number of Participants: _____
- Prepare Handout Materials (one set per participant)
- Plan Agenda
 - Modules to be presented: _____
 - Print Module Information and Food Safety and Hygiene Glossary for reference
- Prepare contact information for followup worker questions, when appropriate
- Plan refreshments, if applicable
- Prepare Reminder Flyer showing date and time of training