

A **Web Content Rx** White Paper

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Instructor's Checklist

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Introduction

Sooner or later you will be asked to present a class. Here you will find decades of experience in what to look for and what to bring.

No matter what anyone says, get there early and be prepared to set up the room as you want it. Yes, that means moving tables and chairs.

Here is an instructors checklist that won't let you down. We've done a great deal of training. So here you are. Everything from seeing the room before you teach there, to verifying that you have an electrical outlet.

First, Visit the Room You Will Be Teaching in

Look for:

1. The location and number of electric outlets. Where are they in relation to your equipment. Verify that WiFi works and will be available to you. If it's encrypted, get the password.
2. Does the room have a digital projector and sound system? If not you will have to supply them.
3. Bring an electrical extension cord and power strip so you can power all of your equipment. Be very sure you have the capacity to plug in everything.
4. Is there a black board or a white board? Do you see markers? It's a good idea to provide you own, in any case.
5. Seating. Is the room set up to your satisfaction? If not plan to get there early to rearrange the room.
6. Is the room large enough for your audience?
7. Will you need a public address system to be heard by everyone? If so, who will operate it? Do you know how to turn it on, how to place a microphone, how to control volume and feedback? If not, be sure that someone who does is on-hand.
8. What is the nearest parking lot and is there a fee? Is the venue easy to find, or on an obscure side road? Is the parking lot lighted?
9. What time must everyone be out of the building? You cannot exceed the time allotted to you without sorts relating to security, who will remain to lock up, overtime issues, and more. End your class 15 minutes before that time.
10. Add a page to your Web site that includes a map and send a media release. Verify the time, date, place, address, and name of the building at least twice before you send the media release. Once bad information gets into the world it is impossible to correct.

What to Bring With You

- Your handouts, business cards, and brochures. Bring more of everything than you expect to need. Don't forget your lesson plan and a notebook. Bring at least three functional pens and some pencils.
- Are you giving away anything? Pack everything in your case ahead of time. Make a check list and verify that you have everything.
- Be especially sure to have packed the charger for your laptop. Should the battery collapse during your presentation it will be a disaster.

- Bring chalk for a blackboard, or white board markers and an eraser. Do not rely on them being there. Bring your own.
- An electric extension cord that is at least 24 feet long, heavy, and orange in color.
- Duct tape to tape the cord down should it be laid in the traveled way.
- A large case to carry everything in. Not a cardboard box, not your arms. If you have more than you can carry use a wheeled luggage carrier, and make one trip.
- Note: If you find that the elevator is locked, ask for the key. You're special. You are a presenter.

Okay, there you have it. A check list developed from doing a lot of teaching. It will not let you down.

What did we leave out? Your lecture notes. Make a backup copy on paper and do not leave it home. Should your technology fail, you will be glad, oh so glad, to have brought it along. Yes you will.