



CENTRAL PHILIPPINE UNIVERSITY

HUMAN RESOURCE DEVELOPMENT OFFICE

TEL No. 329-1971 loc. 1035

Email ad: hr@cpu.edu.ph

TRAINING EVENT CHECKLIST

TITLE OF TRAINING: _____

INCLUSIVE DATES & TIME: _____

VENUE (ROOMS & BUILDING): _____

SPONSOR: _____

NO. & TYPE OF PARTICIPANTS: _____

FOOD TO BE CATERED BY: _____

- Breakfast _____
- Lunch _____
- Dinner _____
- Snacks _____
- Hot/Cold water, coffee, sugar, creamer, tea

EQUIPMENT AND MATERIALS NEEDED:

1. EQUIPMENT

- Microphone
- PA system or Karaoke _____
- Extension cord
- LCD Projector
- Projector Screen
- VHS player
- Computer/Laptop or Desktop
- CD Player
- Keyboard set (Line in cords, stand, monitor)
- Guitar
- Tables (no.) _____
- Chairs (no.) _____
- Table covers (no.) _____
- Camera
- Video Camera
- Laser pointer
- Whiteboard, blackboard

2. MATERIALS

- | | |
|--|--|
| <input type="checkbox"/> Streamer | <input type="checkbox"/> Opening program |
| <input type="checkbox"/> Nametags | <input type="checkbox"/> Closing program |
| <input type="checkbox"/> Registration & Attendance Checklist | <input type="checkbox"/> manila paper |
| <input type="checkbox"/> 135 Film | <input type="checkbox"/> Bond paper |
| <input type="checkbox"/> Blank tape (VHS, and videocam) | <input type="checkbox"/> Pentel pens |
| <input type="checkbox"/> CDs | <input type="checkbox"/> Whiteboard pens |
| <input type="checkbox"/> Diskette of songs | <input type="checkbox"/> Training kit (notebook, newsprint) |
| <input type="checkbox"/> Blank diskettes | <input type="checkbox"/> Thumb tacks |
| <input type="checkbox"/> Certificates | <input type="checkbox"/> Others |
| <input type="checkbox"/> Masking tape | |

Checked by: _____ Date: _____