**Volunteer Reception Center Training**

**Planning Document**

This document provides an overview of the facility, equipment, and information needs to support your upcoming Volunteer Reception Center (VRC) training. This training requires an accessible training area to adequately accommodate your participants and up to eight trainers. The training includes a lecture and an exercise; the training space must be able to accommodate both. The minimum suggested room size is approximately 25’x50’. Please complete and return (by e-mail) this document to the VRC Trainer, Margaret Cushing at cushing@cumberlandcounty.org at least two weeks before the requested training. For questions, you may call her at (207) 892-6785.

**Training Date:** Click here to enter a date.

**Proposed Training Facility**

**Facility Name:** Click here to enter text.

**Type of Facility:**  [ ] **Conference Room** [ ] **Training Center** [ ] **Other:** enter text.

**Number of rooms available for training:** Number **Size of room(s):** Click here to enter text.

**Street Address:** Street **City:** City **Zip Code:** zip code

**Facility Point of Contact:** Click here to enter text. **Title:** Click here to enter text.

**Telephone number:** Click here to enter text. **E-mail address:** Click here to enter text.

**Training Logistics Point of Contact:** Click here to enter text. **Title:** Click here to enter text.

**Telephone number:** Click here to enter text. **E-mail address:** Click here to enter text.

**Training Support Items Required**

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The following items are required to ensure an effective learning experience. Please check all of the items that the host site is able to provide:

|  |  |  |
| --- | --- | --- |
| Audio Visual  | Room Set Up | Other |
| [ ] Projector Screen | [ ] tables ( 8 minimum) | [ ] Coffee / tea |
| [ ] Internet Access |  *That seat 4-6 people* | [ ] Water |
|  [ ] Cable | [ ] chairs (40 minimum) | [ ] Snacks |
|  [ ] Wireless | [ ] A/V cart or small table |  |
| [ ] Extension Cord |  |  |
| [ ] Power Strip |  |  |