

Introduction to Permaculture Course: Checklist

<p>Audio visual & IT</p> <ul style="list-style-type: none"> ● laptop, mouse & power cable ● digital projector ● screen ● speakers ● extension cable ● camera ● spare batteries ● laser pen 	<p>Library & Information</p> <ul style="list-style-type: none"> ● books & magazines ● designs to show people ● library loans book ● library rules poster ● handouts and course posters ● PC newsletter & leaflets ● slideshows & videos
<p>Materials & Resources</p> <ul style="list-style-type: none"> ● flip chart paper ● marker pens (flipchart & whiteboard) ● blue tack, post-it notes ● rulers ● felt pens & pencils ● A4 paper (spare) ● celotape/masking tape ● bell/dinger/whistle ● cloth for tables ● facilitator toolbox ● sticky labels (for name badges) ● tape measures ● compasses ● surveyors tape measure (30m+) ● clipboard 	<p>Venue Checklist (for ideal venue)</p> <ul style="list-style-type: none"> ● kitchen ● separate dining area (multifunction as dining area?) ● space for library & posters ● teaching space – 24 people ● tables & chairs ● equipment – flipcharts, whiteboards etc. ● composting & recycling facilities ● outdoor teaching areas
<p>Personal Stuff</p> <ul style="list-style-type: none"> ● roll mat, sleeping bag ● wash kit ● money, wallet, phone ● walking boots, waterproofs, hats 	<p>Course-specific</p> <ul style="list-style-type: none"> ● Directions to venue ● Organiser's details & phone number ● Student details/forms/deposits/booking information
<p>Convenor job description</p> <ul style="list-style-type: none"> ● organise venue – recycling/composting facilities as above ● bookings, receipts ● contact person ● photocopying 	