

Timeline

Requesting an event

6-8 months before event- Request a visit via www.LNT.org

2 Weeks after event is submitted- Follow up with Leave No Trace, Outreach Manager, to give details of event, ask questions, and work out logistics for your event.

6-8 weeks after event is submitted- The Traveling Trainer Team Manger will contact you to let you know if your event has been scheduled.

After your event has been scheduled:

ASAP- Determine specific goals and objectives for the event/presentation, i.e.: what you would like the participants to get out of it.

The teams travel on limited budgets. If you can provide accommodations we would appreciate it. Can you provide lodging, campsite, or meals?

6 weeks prior to your event- Touch base with Traveling Trainer Team Manager to work on event media specifics and inviting interested individuals. Events that are collaborative in nature and/or open to the public are most successful and allow all parties involved to create a network in local communities.

4 weeks prior to your event- Touch base with Traveling Trainer Team. Often times, the Teams are out of cell range or not able to get Internet access. The teams will contact you directly via email or phone to finalize the details of the events. RESPONDING in a timely manner is greatly appreciated and essential to the overall event success.

2 weeks prior to your event- Traveling Trainer Team educational materials will be shipped to you. Please do not open these materials. The team will sort through them upon their arrival.

****Cancellation Policy:** Due to the high demand of our Traveling Trainers, and the nature of our program, please have a back-up plan to accommodate potential program problems. In the event of cancellation, please notify the Outreach Manager as soon as possible.

During the event

- Provide a point contact person for the teams to interact with throughout the event if any questions should arise.

- Help organize photo opportunities with the teams/ participants (these photos will appear on the Traveling Trainer website and in future Leave No Trace publications.)

After the event

- Upon completion of your event, we ask that you submit an evaluation and provide personal feedback, as to the success of your event.

Key event details to establish

Date of Event:

Start Time:

Duration:

Directions

Address of event's location

Address you would like educational materials mailed to (the materials will arrive 1-2 weeks prior to the event):

Camping or lodging any option for complimentary lodging or budget pricing:

Number of Participants (Please be as precise as possible):

Age/Demographics:

Experience with Leave No Trace:

Local Issues relevant to Leave No Trace you would like to be addressed:

Specific Goals and Expectations of Program (Details help us design our presentation to meet your exact needs):

Will the Classroom have an electrical outlet and wall/screen for showing a powerpoint?