

Return to Hand Counting

EXPRESS TRAINING

Event Organizer Details



Hand Count Training
in 60 minutes



Express Training is designed to make it as easy as possible for a single trainer to teach from 5 to 500 people (or more) how to hand count in 60 minutes or less. The Trainer might also be the Event Organizer but, in many cases, an Event Organizer is going to take on the task of coordinating the event and invite a Trainer to come in and teach it.

Details	Organizer Responsibilities
Logistics	Secure a venue which will accommodate classroom-style seating. Attendees should all be seated at tables and facing the Trainer.
AV Needs	A screen & projector, or large TV/monitor with HDMI connection. Must be large enough for all attendees to have a "good" view. Microphone for larger rooms.
Promote the Event	Advertise the event and be sure to include if donations are being accepted (or required) to cover the venue or other costs.
Registrations	Require registrations. The registration information submitted by attendees should include first & last names, email address, home county, and home state. Phone number optional.
Event Schedule	60 minutes for training. Clock starts AFTER prayer, pledge, and any announcements. Schedule 20-30 minutes for post-training Q&A.
Prerequisite for Attendees	Prior to event, suggest that attendees download the eManual for hand counting and, at the least, read Section 5 of the eManual before the training event. HandCounting.com/eManual
Attendee Materials	Each attendee receives the 4-page, color, legal-size handouts, and a Sharpie-style marker. The Organizer and Trainer decide in advance who will be responsible for printing the handouts. For the markers, if they are NOT going to be provided by the Organizer or Trainer, let attendees know in advance they should bring a marker with them.