



Wingspan will gladly conduct on-site training in your community to accommodate local needs and schedules. Two trainers will travel to your area to conduct the two-day training. The host organization is responsible for the following:

- Training space to seat your participants at adult size rectangular tables and chairs, with ample room for large group activities
- Audio-visual equipment including Laptop and LCD Projector, screen, and a flipchart easel and pad
- Please make sure a staff member is at the training site one hour prior to the start of training to allow the trainers to set up and to assist as necessary. Please call or email Jennifer Myers with the name of the person who will meet the trainers along with their cell number if you have not already provided her with this information. It is imperative that the on-site contact person have ALL of the AV equipment set up one hour prior to the start of training to ensure that the trainers can start on time. A staff member should ideally be present during both days of training but there must be a staff member present at the conclusion of training on day two.
- Food for participants and trainers including lunch and refreshments for breaks
- Travel expenses for two trainers including airfare, ground transportation, mileage, parking, tolls, hotel lodging, and meals
- Shipping and handling of curricula and training materials

For more information please contact

Wingspan, LLC  
(804) 967-9002

[www.wingspanworks.com](http://www.wingspanworks.com)