

## Play Like A Champion Today<sup>®</sup> (PLACT) Host-Site Checklist

Date of training: \_\_\_\_\_ Location: \_\_\_\_\_ Time of Training:  
\_\_\_\_\_

Parish Staff/Contact/Host on Site Day of Training: \_\_\_\_\_

Phone Number for contact on Site: (in case we need them day-of) \_\_\_\_\_

The PLC coaches' training has essential audio-video components and it is important we have the necessary supplies, please check the boxes below with the supplies that your parish will be providing.

- Table and chairs for up to 40 coaches comfortably.
- White projector screen, or large white wall to project the power point onto.
- Projector
- Laptop Computer with Microsoft Powerpoint Viewer
- Sound system installed/connected to the projector
- Portable computer speakers connected to the laptop

If you do not have a projector, laptop, or sound system/speakers, CYO Athletics can plan to provide those supplies. We cannot supply tables, chairs or a projector screen.

What supplies do you need from CYO Athletics? (Check any supplies you think you might not have)

- Projector
- Laptop Computer with Microsoft Powerpoint Viewer
- Portable computer speakers connected to the laptop

Lastly, the following items are not required, but in the interest of hospitality may enhance the quality of the experience of the attendees and augment the success of the training. If you need assistance with these items, please let us know.

- Beverages (coffee, juice, water, etc.)
- Snacks (bagels, granola bars, donuts, etc.)
- On-site signage at main entry points to indicate the location of the training

Thank you for hosting a PLACT Sports as Ministry training at your parish or school. Please print your name at the bottom, and date the form. Submit completed forms to [athletics@seattlearch.org](mailto:athletics@seattlearch.org) at least 5 days before your training date. In your submission include any special directions people should follow to find the training space. Please plan to have the doors open 30 minutes before the start time of the training, allowing time for our trainers to set up.

Directions to Training Space:

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Date