

Organizer Checklist

PLEASE NOTE: This checklist does not cover organizer considerations for the community *safeTALK* on the morning of Day 1. Download the *safeTALK Organizer Guide* from www.livingworks.net

Before the T4T:

- Organizers and sponsors and all trainer candidates have read the document *Essential Information for safeTALK Trainer Candidates*.
- The organizer has a Community Support Resource Person (experienced in suicide intervention, for example an *ASIST-trained* caregiver), has prepared a list of local KeepSafe Connections (organizations, groups, crisis lines, etc. that offer suicide intervention services) and has provided the information to the *safeTALK Operations Manager* (safetalk@livingworks.net) and the *safeTALK T4T Instructor*.
- All trainer candidates have participated in a two-day *ASIST* workshop in the 24 months prior to registration and meet other eligibility requirements to become a *safeTALK* trainer as outlined in *Essential Information for safeTALK Trainer Candidates*.
- The candidates have—or the organization is providing—access to the equipment, technical support, and up-to-date software necessary to use both the internet and *safeTALK*'s DVD- or USB-based video clips and resources. These resources are essential to preparing for and presenting *safeTALK*.
- The organizer has appointed a Point of Contact and has provided the information to the *safeTALK Operations Manager*. The POC will make sure that all candidates are directed to the online application form and *Essential Information for safeTALK Trainer Candidates*.
- All candidates have been informed of the start and end times of the on-site T4T, and have been provided with a copy of the *safeTALK T4T Overview and Schedule*.
- The Point of Contact has informed the *safeTALK Operations Manager* and all candidates of the location of the T4T. If this location must be changed, the POC will inform the *safeTALK Operations Manager*, the instructor and all candidates at least two days before the T4T. If the change involves a considerable distance, even more notice is required.
- The Point of Contact knows the equipment needs of the workshop and the equipment has been arranged.
- The organizer has read the *safeTALK Organizer Guide* to prepare for the community *safeTALK* on the morning of Day 1.
- Nametags have been prepared. **NOTE: Nametags are not to be worn at the community *safeTALK*;**

distribute nametags to trainer candidates after the community participants have left.

At the T4T:

- For the community *safeTALK* on the morning of Day 1, the training room has been set up with tables and chairs in theater style. For the rest of the T4T, the training room is set up with tables and chairs in classroom style. Windows are covered to block excessive light that may obscure visibility of videos or slides.
- The instructor has access to the training room at least 45 minutes before the scheduled start of the T4T to set up and check equipment operation, and 60 minutes afterwards to discuss individual matters with candidates and pack up.
- All multimedia equipment is in good running order and a technician is available to help if needed. Powerful speakers have been tested and a screen has been provided.
- Nutritious refreshments and lunch are provided for candidates and instructor on or near the site (the lunch break is 30 minutes).

My Commitment

Please email this form to safetalk@livingworks.net or fax it to (403) 209-0259. If you require more information from LivingWorks, please contact safetalk@livingworks.net.

- I have read the *Essential Information for safeTALK Trainer Candidates* and this checklist.

The T4T instructor is:

My name:

My email address:

My phone number: