

# CLUB PRE-TRAINING CHECKLIST

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Checklist for running successful GRAVITY In-Club Instructor Training.

- Organise participants for each GRAVITY Training session.
  - Have each participant complete a GRAVITY Course Enrollment form, please fax these to the HQH Customer Care Specialist, [gravity@hqh.com](mailto:gravity@hqh.com), +64 9 478 9111, one week prior to the GRAVITY Training session
  - Hand the original GRAVITY Course Enrollment forms to the Trainer on the day.
  - Check participants have appropriate pre-requisite training and provide a copy of their relevant Certificate/s for the Trainer to sight on the day.
  - Ensure participants come prepared with snacks/drinks for the day.
- Set up room for the GRAVITY Training session.
  - GTS units unpacked and set up for session, semi-circle or staggered arrangement depending upon space.
  - Ensure that all parts and accessories are present and all units function correctly.
  - Table required for data projector (data projector provided).
  - Blank wall or projector screen available.
  - Ensure availability of power for projector and laptop computer (a powerboard may be needed)
  - Portable CD Player or Sound system available and aerobics microphone for GroupStrength Classes.
  - Ensure the GRAVITY Training Manuals sent by HQH are in the room for the Trainer to hand out to participants.