



## TRAINING SITE LOGISTICAL INFORMATION

Please complete this form and return to Altitude Training with any maps for directions to training and/or field trip locations.

Which Training Class Are You Scheduling?

What Date?  Start Time:  Is There a Second Day Field Trip? Yes

Anticipated Number of Training Attendees:

1. Who is Contracting for the Training (Company/Organization)?

2. Training Site Location: Building or Company Name   
Training Room Number or Name:

Street Address:

City:  State:  Zip:

3. Who Will be the On-site Contact?  Phone #

Are There any Unique Parking or Building Access Concerns for the Instructor? Yes

Please Provide Details:

### Training Site Facilities

Training Facilities Should Provide Appropriate Seating and Tables/Desks for Participants.

Instructor Will Need To Access the Training Room 1-Hour Prior to Training Start Time,  
Requires Electrical Access, & Two Tables for Equipment and Teaching Aids.

Does the Training Site Have Any of the Following for the Instructor?

Projector: Yes  Screen: Yes  Dry Erase Board: Yes

Will the Host be Providing Any of the Following for Training Participants?

Coffee, Beverages and Snacks: Yes  Lunch: Yes

### Field Trip Logistics

Have/Has Site(s) Been Selected? Yes  Has Professional Transportation Been Arranged? Yes

Certificates of Completion and/or Certifications will be issued to training participants that successfully complete the course. This includes participation. Participants that miss 10% or more of any training day will not receive a certificate. Certifications also require passing a written test.

### Certification & Billing Information

Who Should the Certificates and Invoicing be Sent To?

Name:

Company:

Street:

City:  State:  Zip:

Email

Additional Information: