



breakthrough

JOB DESCRIPTION

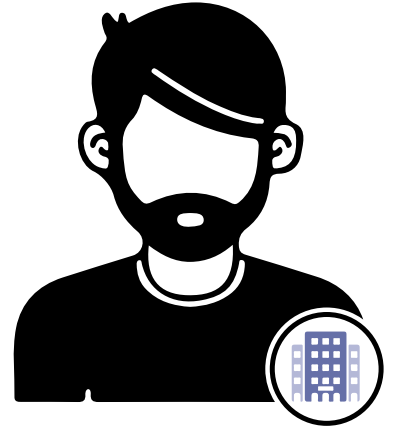
Location Contact

Purpose

To serve as the **communication channel** between the trainer and team captain to the hotel or location staff.

General Description

As the location contact team member, you work with the location staff and the sponsor, team captain, and trainer to ensure the smooth and practical operation of the training at all times. The location contact is the one who makes certain that the physical environment of the room is conducive to the training. This position requires the ability to be professional, operate as a problem solver, and to be comfortable with addressing logistical issues with courtesy.



Mechanics

Before the Training

- ➔ Go on-site to the location of the training with the sponsor well in advance of the training. When there, keep in mind the following team jobs: room setup, team captain, charts and signs.
- ➔ Meet with the person in charge of the site and find out the names of key staff working during the training.
- ➔ Verify the quantity of chairs, tables, and all equipment needed (including sound system, easels, etc.)
- ➔ Determine how signs will be affixed to the walls and communicate this to person responsible for charts and signs during the training.
- ➔ Learn how lights and temperature of the training room are adjusted.
- ➔ Check outside noise levels to ensure there will be minimal disruptions to the training. Ask the hotel staff about other events that may be occurring at the venue during the training. Communicate any notes of concern to the team captain.
- ➔ Determine the placement of sound equipment and communicate this to the people in charge of room setup and music and sound.