

## Orientation Checklist

### General

- Peel and stick nametags
- Markers for nametags
- Laptop, projector, screen, orientation PowerPoint
- Pens and pads of paper for candidates to write questions

### Recruitment Table

- Display Board
- SNAP-Ed/EFNEP (or only SNAP-Ed or EFNEP) Marketing Large Visuals
- Brochures (agency and participant) – bring enough for each candidate
- Marketing basket
- Small Visuals

### Marketing materials table

- Large and small posters
- Plastic: small poster / brochure holder
- Class Flyer
- Tear off posters
- Waiting room drop box

### Lesson Table

- Display Board – Fruit and Vegetable lesson
- Lesson Large Visuals
- WWE Kit
- Food Preparation Bin
- Food
- Worksheets/Handouts and Enhancements

### Hauling class supplies demo

- Display Board in case
- Lesson Bin (calcium) and WWE Kit
- Food Preparation Bin
- Hand Cart
- Cooler with food
- Bag : Lesson plans/worksheets/handouts/educator notebook
- Bag: Enhancements

### Lesson Bins Display

- Bins for all lessons

### Candidate Packets

- Your business card
- Dress code
- Job Description
- New Staff Training schedule

### NPS Materials

- Handouts for Interview Times
- Applicant confirmation sheets for everyone registered for orientation(done prior to orientation – confirming)
- How to create an Hotmail account letter