



# Historic Triangle Hospitality Training

## Prepare-Care-Share<sup>SM</sup> Materials Order Form for Trainers

This form is for use by PCS trainers who have completed the 7-hour Prepare-Care-Share Train the Trainer session. It is used to order the materials and supplies needed to provide the basic PCS training at your site. Included in the package are TNCC course registration cards which must be completed by the participants and returned to TNCC upon completion of the training session. Please indicate the time scheduled for the training to be noted on the Continuing Education Units (CEU) certificates that participants receive upon completion. Should you have questions, please contact Debra Gwaltney at 757-825-3577 or [gwaltneyD@tncc.edu](mailto:gwaltneyD@tncc.edu), or Carmen Burrows at 757-825-2939 or [burrowsc@tncc.edu](mailto:burrowsc@tncc.edu).

Date of training \_\_\_\_\_

Time of training \_\_\_\_\_

Trainer's Name \_\_\_\_\_

No. of participants \_\_\_\_\_

Training Host Site Name and Location (if multiple organizations, please list all):

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Materials needed:	PCS Orient-1 Hr	PCS Core-3 Hrs	PCS Combo-4 Hrs	# needed
<b>Module 1:</b>				
Intro to 2007 Events	x	n/a	x	
<b>Module 2:</b>				
HT video/DVD	x	n/a	x	
HT Resource Notebook	x	n/a	x	
<b>Module 3:</b>				
Bingo cards	n/a	x	x	
OSCAR cards	n/a	x	x	
Participants Guides/ Evaluation forms	n/a	x	x	
Prepare materials	n/a	x	x	
Care materials	n/a	x	x	
Share materials	n/a	x	x	
Facilitator's Guide	x	x	x	
Trainer Guide/Media	x	x	x	

**Place your orders no less than 2 weeks prior to the start of the training for supplies and 3 weeks for Resource Notebooks to ensure availability. You may FAX this form to Debra Gwaltney at 757-825-2960 or e-mail her at [gwaltneyD@tncc.edu](mailto:gwaltneyD@tncc.edu)**

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Administrative use:

\_\_\_\_\_ Registration cards  
 \_\_\_\_\_ Roster  
 \_\_\_\_\_ Grades entered

Course code \_\_\_\_\_  
 Certificates completed \_\_\_\_\_  
 Course in SIS \_\_\_\_\_  
 Class enrolled \_\_\_\_\_