



## Introduction to Healing Touch Class / Fundamentals Class Check List

### Facility:

- Facility with a minimum of 1200 square feet
- Chairs, padded (rent chairs if necessary)
- 3 tables (1 for registration, 1 for refreshments & 1 for HTA products)
- Restrooms (Porta-Potty rental, if necessary)
- Adequate heating/air
- Emergency escape plan clearly posted

### Office Supplies:

- Name tags
- Pens
- Scotch tape
- Paper towels
- Kleenex
- Trash can
- Trash bags
- Note pads

### Class Supplies:

- Final participant registration list
- Directions to the small animal class facility
- Registration forms for next HTA Level
- HTA brochures/marketing cards
- Signage

### Refreshments:

- Fresh water (individual bottles work best as they are spill proof & unbreakable) and/or hot water for tea
- Assorted teas/coffee
- Ice
- Cooler(s)
- Plate of cookies and/or crackers & cheese, seasonal fruit (apples, bananas, grapes, oranges, etc.)
- Plates
- Plastic ware
- Napkins
- Cups

### Personal:

- Business cards
- Gum/breath mints
- Extra clothing
- Chap stick
- Eye drops
- Allergy medications
- Cell phone
- Camera



## Small Animal Class Check List:

### Facility:

- Facility with a minimum of 1500 square feet
- Exercise area for the dogs
- Chairs, padded (rent chairs if necessary)
- 3 tables – (1 for refreshments & 2 for HTA products)
- Restrooms (Porta-Potty rental, if necessary)
- Adequate heating/air
- Emergency escape plan clearly posted

### Office Supplies:

- Name tags
- Markers
- Pens
- Scotch tape
- Paper towels
- Kleenex
- Trash can
- Trash bags
- Note pads

### Class Supplies:

- Final participant registration list
- Directions to the large animal facility
- Registration forms for next HTA level
- HTA brochures/marketing Cards
- Signage
- Dog poop bags - plastic newspaper bags for pooper-scoopers (inexpensive sandwich bags work well too)
- First aid kit (supplied by HTA)
- Two boxes of corn starch (**Level 2 only**)
- Mixing bowl (**Level 2 only**)
- Wooden spoon (**Level 2 only**)
- Stuffed animals (**Level 3 only**)
- Hand cleaner/sanitizer

### Refreshments:

- Fresh water (individual bottles work best as they are spill proof & unbreakable) and/or hot water for tea
- Assorted teas/coffee
- Hot water maker
- Ice
- Cooler(s)
- Plate of cookies and/or crackers & cheese, seasonal fruit (apples, bananas, grapes, oranges, etc.)
- Breakfast bars – All other snacks should be pre-packaged for sanitary purposes
- Bagged nuts/trail mix – **NO CHOCOLATE**
- Hard boiled eggs
- Plates
- Plastic ware
- Napkins
- Cups

### Personal:

- Business cards
- Gum/breath mints
- Extra clothing
- Chap stick
- Eye drops
- Allergy medications
- Cell phone
- Camera



## Large Animal Class Check List

### Facility:

- Facility large enough to accommodate course participants (30-40 people)
- Enough horses to provide hands on experience (3-4 people per horse)
- An area for the participants to sit during the HTA lecture
- An area to move indoors in poor weather
- Chairs, padded (rent chairs if necessary)
- 1 table for refreshments; HTA products are not typically displayed during the large animal class
- Restrooms (Porta-Potty rental, if necessary)
- Adequate heating/air
- Emergency escape plan clearly posted

### Office Supplies:

- Name tags
- Markers
- Pens
- Scotch tape
- Paper towels
- Kleenex
- Trash can
- Trash bags
- Note pads

### Class Supplies:

- Final participant registration list
- Registration forms for next HTA Level
- HTA brochures/marketing cards
- Signage
- First aid kit (supplied by HTA)
- Hand cleaner/sanitizer

### Refreshments:

- Fresh water (individual bottles work best as they are spill proof & unbreakable) and/or hot water for tea
- Assorted teas/coffee
- Hot water maker
- Ice
- Cooler(s)
- Plate of cookies and/or crackers & cheese, seasonal fruit (apples, bananas, grapes, oranges, etc.)
- Breakfast bars – All other snacks should be pre-packaged for sanitary purposes
- Bagged nuts/trail mix
- Plates
- Plastic ware
- Napkins
- Cups

### Personal:

- Business cards
- Gum/breath mints
- Extra clothing
- Chap stick
- Eye drops
- Allergy medications
- Cell phone
- Sunglasses
- Sunscreen
- Camera