



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## California Friendly Landscape Training Program

### Agency Responsibilities

The hosting agency is responsible for:

1. Provide class advertisement and participant registration. Classes must have a minimum of 20 participants and a maximum of 50 participants. Please contact Metropolitan in advance to make a request for class sizes that exceed 50 or less than 20 respectively.
  - Report total number of participants and confirm class dates and start times to G3 and Upper District's Project Manager, Elena Layugen, no later than five days prior to scheduled class.
  - Rescheduling of classes will only be permitted with a minimum of one week's notice.
  - Classes with an enrollment of less than 20 participants may be cancelled, depending on the class size.
  - Please notify Upper District's Project Manager, Elena Layugen, if the instructor has not contacted you a minimum of one week prior to the scheduled class to confirm arrangements.
2. Provide an indoor classroom facility
 

Classroom must be appropriate for a PowerPoint presentation. Please notify G3 if a screen will not be available.
3. Provide participants and instructor a detailed map of directions to the site.
4. Provide class handouts.
  - Class materials can be downloaded at:  
<http://www.mwdh2o.com/DocSvcsPubs/PDA/index.html>.
  - Agency may provide G3 up to 3 slides to be included at the beginning of presentation. Agency is responsible for prescribing slides to the class.
5. Agency representation:
 

Provide a representative throughout the day to assist the instructor with any logistical concerns that may arise. The agency representative will be responsible for opening the class site facility (at least one hour prior to scheduled class start time), setting up the room, testing the electronic equipment (if provided) prior to the start of the class, handing out and collecting registration forms (prior to class), introduce the instructor, and provide a brief update on local programs.
6. Optional: Provide refreshments.

If you have any program questions, please contact Elena Layugen, Conservation Program Manager at (626) 443-2297 or email [elena@usgvmwd.org](mailto:elena@usgvmwd.org).