

Walk ThroughTM presentation

ROOM SETUP

Teacher(s):	Date:	Set up time: *
Presentation(s) Start Time:	Presentation(s) End Time:	*Must be set up at least 1 hour before first presentation start time

Requirements for setup:

- Room needs to be in an area where amplified sound and music will not interrupt others
- Room needs to be set up at least one hour prior to presentation start time
- 2 six-foot tables **or** 1 six-foot table and two smaller four-foot tables (double desk size)
- One chair per student and ample chairs for audience members
- Tables are opposite the entrance doors to room; near an electrical outlet
- 20' x 20' open area in the center of presentation space
- Presenter needs 45-60 minutes before presentation to setup and 30-45 min after presentation to break-down

