

WALK THROUGH CALIFORNIA

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 of the same height **or** 1 six-foot table and 1 student desk size table
- 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 **full use of the space** 45-60 minutes before presentation to setup and 30-45 min after presentation to breakdown

