



ROOM SETUP

Teacher(s):	Date:	Setup 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 large enough to accommodate a 20' x 20' open area in the center of the presentation space as well as room for audience members *(if invited)* to observe in the back.
- Room in an area where amplified sound and music will not interrupt others.
- Room set up at least one hour prior to presentation start time.
- One 6-foot or 8-foot table.
- One chair per student and ample chairs for audience members.
- Table opposite the entrance doors to room; near an electrical outlet.
- Presenter has full use of the space 45–60 minutes before and after presentation.

