

## 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 with 20 x 20 foot open area in center of presentation space, and space for audience (if invited) 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 presentation and 30–45 min after presentation.

