

**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 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
- 1 six-foot table or 1 eight-foot table
- One chair per student and ample chairs for audience members
- Table is 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 45-60 min after presentation to breakdown

