

WALK THROUGH THE ANCIENT WORLD[®]

ROOM SETUP

Teacher(s): <i>Sarah Beach</i>	Date: <i>April 24, 2013</i>	Set up time: * <i>7:00 AM</i>
Presentation(s) Start Time: <i>8:15 AM</i>	Presentation(s) End Time: <i>2:30 pm</i>	*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 45-60 min after presentation to breakdown

