

Event	Description	Room Requirements	A/V Needs	Additional Needs/Notes
Capitol Forum Guide—Section 6	20 teachers, 80 high school students, staff. Also VIPs, co-sponsors, etc.	<ul style="list-style-type: none"> <input type="checkbox"/> Legislative chamber or auditorium or hearing room to accommodate 100+ participants. <input type="checkbox"/> Area to display posters during presentations and throughout the day. <input type="checkbox"/> Breakout and lunch areas as described below. 		<ul style="list-style-type: none"> <input type="checkbox"/> Parking for up to 30 cars <input type="checkbox"/> Bus parking <input type="checkbox"/> Secure area for coats, backpacks, etc.
	Arrival	Registration area set up for distribution of materials packets.		
Opening Session	Welcoming remarks Agenda for the day First ten schools present posters	Podium with mike in front of room Posters on display within the meeting room	Podium mike	
Breakout Session I	Students and teachers divide into four/five groups to discuss issues	Four/five rooms to accommodate 25 people each.		Black boards, white boards, or newsprint pads.
Reconvening	Second group of ten schools presents concerns and visuals. Introduction of Breakout II	Chamber, auditorium or hearing room set up as above.		
Breakout Session II	Students and teachers prepare Futures presentations	Four rooms set up as above One additional small mtg. space for lead teacher to meet with "Senate Foreign Relations Panel." (5 people)		Black boards, white boards, or newsprint pads

Lunch	Luncheon for all participants, VIPs, staff, co-sponsors	Food service stations to accommodate up to 125 diners in 45 minutes		
Hearing on Futures	Students present Futures to Senate Foreign Relations Committee. Global issue experts answer questions posed by the SFRC	Chamber, auditorium, or hearing room, set up as above. Each Future sits together as a group. You may want to have sections designated.		Panelist should attend this session to become familiar with what the students have been doing.
Open Forum: Part I	Students' views: Paired sharing followed by individual comments	Chamber, auditorium, or hearing room, set up as above		Panelist should attend this session to become familiar with what the students have been doing.
Open Forum: Part II	Deliberations with elected officials & policymakers	Chamber, auditorium, or hearing room, set up as above		
Wrap up & Evaluations	Staying on high note, bring day to a close with the charge for the students to go back to their classrooms to bring the day to their classmates, to complete the online ballot, and compose their Future 5	Chamber, auditorium, or hearing room, set up as above		This is an opportunity to take group photo with SOS
Posters Displayed at Capitol	The 20 foam-core presentation panels will be left at Capitol, to be displayed.	Need area to store posters after the Capitol Forum, if they are not to be displayed right away.		