

Event	Description	Room Requirements	A/V Needs	Additional Needs/Notes
Pre-Forum Planning Meeting Guide—Section 5	Same twenty (20) teachers in a one-day workshop with staff and curriculum resource specialists (2).			<input type="checkbox"/> Parking for up to 25 cars <input type="checkbox"/> Coat rack in secure area
Morning Session		<input type="checkbox"/> Need a room that will accommodate 25 people comfortably. <input type="checkbox"/> Four tables (circular preferred) <input type="checkbox"/> 30 chairs <input type="checkbox"/> One 6 to 8 foot table for registration, display of materials <input type="checkbox"/> One 6 to 8 foot table for coffee set-up <input type="checkbox"/> Podium or lectern (no microphone) <input type="checkbox"/>	<input type="checkbox"/> Projection screen <input type="checkbox"/> Overhead projector or laptop (powerpoint) and cart or stand <input type="checkbox"/> Chalk board	Coffee and pastries for 25 people, available from 8:30 a.m.
Lunch	20 teachers, staff, 2 resource specialists.			Lunch set up by caterer late morning
Afternoon Session		Room set up as above		