Updated times needed for PAC at Bellevue HS on Saturday - September, 9, 2017:

Time Entering PAC: 9:30 am   **Time Leaving PAC:** 2:30 pm
(I'm putting this time down since you mentioned Tech/Site Supervisor arrive one hour ahead of event)

Event Start Time: 10:30 am   **Event End Time:** 2:00 pm

Equipment needed for the day:
- 3 tables (long banquet style) on stage plus 12 chairs
- Podium with a microphone
- Handheld microphone

May also need, but waiting to confirm:
- Laptop — *We will bring our own but will need cords.*
- Projector
- Screen

There will be 2 different sessions- with each having a slightly different set up.

1st Presentation to public- 10:30 am to 12:00 pm

3 tables (long banquet style) on stage plus 12 chairs

Handheld microphone so folks can "pass" around the table

2nd Presentation to public – 1 pm to 2 pm

Podium with a microphone

John 9-1-17