

WALK THROUGH THE ANCIENT WORLD®

ROOM SETUP

Setup 7:00 AM

Teacher(s): Sarah Beach	Date: 4/9/14	Set up time: * 7:00 AM
Presentation(s) Start Time: 8:15 AM	Presentation(s) End Time: 2:30 PM	*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

