

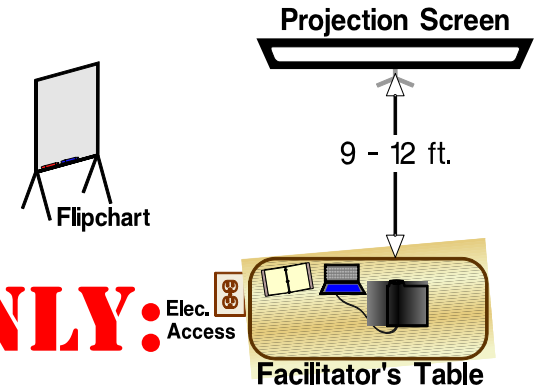
Room Setup Is Important!

Room setup determines whether the course instructor and participants have the space, comfort, materials, and ability to meet their goals. Please use this checklist to ensure that your learning environment reflects your commitment to employee development.



This program requires:

- A facilitator's **table** at the front of the room with **two electrical taps**: One for the instructor's computer and one for a projector (unless a projector is installed in the room).
- A **projection screen**, located at least nine feet from the facilitator's table.
- A **flipchart with paper and markers**, or a whiteboard with markers.
- An **LCD video projector** for a laptop computer (which we'll supply with advance notice).
- Classroom space** with tables (see below).



SAMPLE ONLY:

THIS SHEET MAY NOT REFLECT ACTUAL REQUIREMENTS FOR A SPECIFIC WORKSHOP.

