Set Up Needs for SpeakUp! Event

Breakout Room Setup – (Number of rooms needed will be given before Event)

- Each room set for 20-22 people
- Each classroom is unlocked, and chairs/desks placed in a large, unobstructed circle (Student Leadership Team can arrange and put back after breakout)

Pre – Registration

- 2 tables for Pre-Registration

On-Site Registration

- 2 tables with 8 chairs for On-Site Registration
- 1 table for On-site registration forms and pens – across from, or next to On-site Registration

Gym / Auditorium/ Large Group Area for Opening Session:

- Podium with a microphone- either on stage or in front of stage
- Reserve chairs in the first two rows for Facilitators *(#will be given before event)*
- Reserve chairs in the in the rows behind Facilitators for SLT *(#will be given before event)*

Audio Visual - Setup for the Opening Session

- SpeakUp! will need laptop/computer, projector and screen for PowerPoint Presentation. Access to a remote control or discrete area to control PowerPoint is preferred.

* Please have Tech Person available to assist in a dry run of the opening session. This is to check that sound and PowerPoint work correctly <u>prior</u> to the opening of Pre-Registration.

*Reminder: Head of School/Administrator or Moderator – Write a brief welcome to the participants to be read at the beginning of the opening session