

WORKSHOP SET UP

The following items are needed for the training:

- Room must accommodate up to 40 people classroom style with additional room for activities and games.
- Room must be assessable and available approximately one hour prior to start and one half hour afterwards for set up and clean up.
- Need a computer with LCD projector, table and screen. Need the room to darken for use of the projector.
- Table for display materials.
- Sink in room or near by.
- Drinking water with cups or bottles.
- Chalkboard, dry erase board or flip chart are optional.
- Healthy snacks/lunch. (We can give suggestions.)
- List of participants sent one week prior if you would like the optional personalized certificates.
- Inform participants to dress comfortably and wear tennis shoes, as they will be active.
- We can supply a sample recruitment flyer.

If we are flying, please also supply:

- Cassette or CD player.
- 2 playground balls (four square or soccer type).
- Spray cleaner and sponge/towel for clean up after food activities.
- 2 empty gallon milk jugs.

Ideally, the room would be set up to look like this:

