

## Presentation Set-up Guidelines Checklist

If your organ lady is **Kathy Ketchum, RN, CRNI**

- \_\_\_\_\_ Minimum length of tables: 24 ft of space (**60 minutes in advance of start time, please!**) One hour is required for set up so please ensure things are ready to go prior to nurse arrival. Please set tables up the night before if it is an early start!
- \_\_\_\_\_ Audio Visual: **Hands-free wireless** lapel or headset microphone. (Many PE or other Depts. have a sound system if the school does not) Kathy will also need an overhead projector.
- \_\_\_\_\_ Garbage cans: Please supply 2 cans, one for each end of the tables
- \_\_\_\_\_ Audience size: 30-60 at a time in a classroom, 60-200 in a gym or theater, maximum of 5 presentations Per day 60-90 minutes long depending on class size. Larger class size, the more time required!
- \_\_\_\_\_ Room arrangement: Lecture style & table in front of classroom with wall space behind for posters and banner
- \_\_\_\_\_ Fan: Please provide a good fan to set up near table end to keep the air moving!

**(These guidelines are flexible to meet your needs. Please discuss major differences with Kathy at 360-631-4204 prior to your presentation day)**

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## Presentation Set-up Guidelines Checklist

If your organ lady is **Colleen Williams, RN, MS**

- \_\_\_\_\_ Minimum length of tables: 24 ft of space (**60 minutes in advance of start time, please!**) One hour is required for set up so please ensure things are ready to go prior to nurse arrival. Please set tables up the night before if it is an early start!
- \_\_\_\_\_ Audio Visual: **Hands-free wireless** lapel or headset microphone, if you have a sound system. (Many PE or other Depts. have a sound system if the school does not)
- \_\_\_\_\_ Garbage cans: Please supply 2 cans, one for each end of the table
- \_\_\_\_\_ Audience size: 30-60 at a time in a classroom, 60-200 in a gym or theater, maximum of 5 presentations per day 60-90 minutes long depending on class size. Larger class size, the more time required!
- \_\_\_\_\_ Room arrangement: Lecture style & table in front of classroom with wall space behind for posters and banner.
- \_\_\_\_\_ Fan: Please provide a good fan to set up near table end to keep the air moving!

**(These guidelines are flexible to meet your needs. Please discuss major differences with Colleen at 360-422-5704 prior to your presentation day)**