

NOTE: This can work as a tool to plan facilities needs (parking, meeting spaces, etc.) and to anticipate logistical requirements (catering, audio-visual equipment and supplies). The grid can also be shared among the various offices responsible for planning pieces of the Capitol Forum.

Event	Description	Room Requirements	A/V Needs	Additional Needs/Notes
Introductory Teacher's Workshop Guide—Section 4	Twenty (20) teachers selected to participate in the Capitol Forum in a one-day workshop with lead teacher, SOS and sponsoring org. staff.			<input type="checkbox"/> Parking for up to 25 cars <input type="checkbox"/> Access to copier, etc., for last minute, emergencies.
Morning Session		<input type="checkbox"/> Need a room that will accommodate 25+ people comfortably. <input type="checkbox"/> Four tables (circular preferred) <input type="checkbox"/> 30 chairs <input type="checkbox"/> One 6 to 8 foot table for registration, display of materials <input type="checkbox"/> One 6 to 8 foot table for coffee set-up <input type="checkbox"/> One-two 6 to 8 foot table(s) for lunch set up <input type="checkbox"/> Podium or lectern (no microphone)	<input type="checkbox"/> Projection screen, <input type="checkbox"/> Overhead projector or laptop (powerpoint), and cart or stand <input type="checkbox"/> Chalk board <input type="checkbox"/> TV and VCR	Coffee and pastries for 25 people, available from 8:30 a.m.
Lunch	20 teachers plus staff	Uses above set up		Lunch set up by caterer late morning
Afternoon Session		Room set up as above	Projection screen Overhead projector or laptop (powerpoint), and cart or stand Chalk board	Lunch is removed