

Choice & Consequence™ “The Real Inside Story™” Set-Up Instructions

TABLES: Please arrange 24 feet of table space in a long row or as L shape if necessary. Please have tables in place one hour prior to start time. This is very important because it takes one hour prior to the start of the program to get set up! It is best if we have wall space behind the tables for posters, see example below. We are always flexible to meet your space needs. For larger groups, we need ample space in back and front of the tables for students to walk down both sides of the tables.



CHAIRS: Please have chairs set up in rows starting about 10 feet in front of the tables to leave space for interactive activities or have students seated at desks, theater, or gym seating facing the tables. If necessary, please have children bring their chairs from class to sit in. We find this arrangement results in a better learning experience for students. Provide two chairs at table.



GARBAGE CANS: Please place two trash cans, one at each end of the tables

AUDIOVISUAL: If the room is large, please provide a wireless, hands-free lapel microphone. (A hand held mic or one with a cord cannot be used.)

HELPERS: It is always nice to have help unloading the car and getting everything in to the speaking area and help with set-up. Students often volunteer for these jobs and even come early to school to help put up posters, arrange pamphlets, and do other jobs for the organ lady.

COMFORT: It is best if you set up in a room that has windows that can be opened and has good ventilation and can be cooled. Please provide a fan to cool your organ lady and to keep air circulating!

Thank you for getting us set up to speak with your audience!