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Presentation Set-up Guidelines Checklist

If your nurse is Kathy Ketchum

_____Minimum length of tables: 20 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 lapel or headset microphone, if you have a sound system. We have a small portable system we can use if you do not have one. Kathy will need an overhead projector.

_____Garbage cans: Please supply 2 cans, one for each end of the table

_____Audience size: 30-100 at a time in a classroom and 250 in a gym or theater

_____ 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 at 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)

Presentation Set-up Guidelines Checklist

If your nurse is Colleen Williams

_____Minimum length of tables: 20 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 lapel or headset microphone, if you have a sound system. We have a small portable system we can use if you do not have one.

_____Garbage cans: Please supply 2 cans, one for each end of the table

_____Audience size: 30-100 at a time in a classroom and 250 in a gym or theater

_____ 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 at table end to keep the air moving!

(These guidelines are flexible to meet your needs. Please discuss major differences with Colleen at 360-631-2673 or 360-435-7250 prior to your presentation day)