

MEETING SET-UP & SUPPLY REQUIREMENTS

Materials Production

1. Reconfirm number and types of participants at each convening
2. Copies of materials for participants (.e.g., 3-ring binders, pocket folders, Powerpoint slide decks, Note-catcher, etc.) - Performance Fact

Technology

1. Wi-Fi access
2. Projector and projection screen(s) that is visible to all participants in the space
3. Clip-on (cordless) mic for Lead Facilitator
4. Several hand-held mics (3-5) that can be passed around the room
5. One laptop per table with access to the Internet

Table Set-up

1. Round/rectangular tables, eight chairs per table
2. Participants randomly assigned to table (for diverse voices & representation)
3. Writing materials, such as pens, highlighters, etc.
4. Post-it notes and colored sticky dots
5. Name tags (unless provided at check-in desk)
6. Binders/handouts (supplied by Performance Fact)
7. Tent card, flag (for table number/tag)

Miscellaneous

1. Sticky chart paper (or regular chart paper and tape)
2. Wall space to post chart paper
3. Power snacks, treats, drinks/refreshers, etc.
4. Special instructions about restrooms, navigating the facility, accommodation for participants with special needs, language translation, etc.

Questions or inquiries?

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