

## Facilities Guidelines

Your school support staff plays an important role in ensuring a successful event. After you have established a date and time for FutureNow: Finance with your school administrator and teachers, you need to inform the support staff about the event and how it will impact their day-to-day routine.

If the school gymnasium is utilized for FutureNow: Finance, make sure the P.E. teachers and sports coaches (including cheerleading coaches) are informed and have made alternate plans for their students/participants the evening before FutureNow: Finance and the day(s) of FutureNow: Finance.

The office staff should be given the same information given to FutureNow: Finance volunteers so communication between the visiting volunteers and school staff is consistent particularly with the logistics of parking, check-in, and FutureNow: Finance schedule. Inform your office staff and the cafeteria staff about potential deliveries of food items or on-site prep.

Custodial staff is needed for set-up the evening before FutureNow: Finance. A minimum of 20 tables and 35 chairs are needed for the event (includes areas for volunteer check-in, refreshments/lunch, and FutureNow: Finance booths). Majority of the tables will be in a U-shape around the perimeter of the room. With 3 tables in the center, a registration table near the entrance of the gym, and a refreshment table against the wall by storage closet.

### Room Set-up

