

Dr. Linda Hancock, BA, BSW, M.Ed., PSY.D.

Registered Psychologist and Registered Social Worker

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Room Setup

ROOM SET UP REQUIREMENTS:

- Preferential setup for room is rounded U-shape or Chevronned Classroom or Semicircular Theatre (please set the room wide rather than deep)
- Set out fewer chairs than the amount expected and have extra chairs at the back the room (for example, if you expect 200 people, set for 180 and add chairs if needed for late comers)
- Small table for the projector at the right or left side of the room (unless the screen is permanently fixed)
- Small table for laptop and chair for operator
- Booth area or a six foot skirted banquet table at back of the room for materials display/sales
- Two chairs by the table
- One foot high riser (if more than 100 people)
- Stair set in front of riser
- If there is a head table on riser, please set it back two to three feet so Dr. Hancock can speak in front of it
- Do not have any backlighting
- Close curtains at the front of the room if there are any
- One flip chart with markers (for workshops)

If there are more than 500 attendees:

- IMAG screen
- Extra lighting or a spotlight on the center front of the room

Information Required:

- Location of light switches
- Location of temperature control
- Fire escape/evacuation plan

If you have any questions please feel free to contact:

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