

# Mother Goose on the Loose Set-Up Instructions

## For the ½ day Training

### Front of room:

- Projection Screen
- A chair for Betsy off to the side
- A table
- Podium is optional
- Set-up for Betsy's laptop to connect with the projector
  - Betsy has a MAC with a dongle (*device to convert it to PC style for projecting. If you think there might be connection issues, please provide a back-up laptop*).
  - Please provide connection cables.
  - Please check to see if an extension cord will be necessary
- If there is not a sound system connected with the projector, please supply a CD player or Boom Box.

### Facing the front:

- One chair for each person, with chairs facing forward.
- While auditorium style is fine, chairs at tables are preferable because it enables participants to take notes and later on to work together. *See suggested diagram below:*

### Sides of the room:

- A table on the side for book display

### Back of room

- A table for refreshments (*if provided*)

### By entrance:

- Registration table and materials

### At one point, all participants will be sitting on the floor in a big circle.

This means there must be room for everyone to sit on the floor to participate in a hands-on program. It can take place:

- In the back of the presentation room (*if there's room*),
- In the middle of the room (*moving all chairs to one side and sitting on the floor*),
- Or, in a different room altogether.

