

## Meeting Room Specifications for Jim Smith Jr. International

### A. Skirted Banquet Tables

- Tables set in room as illustrated
- If applicable, additional banquet tables may be near entrance for refreshments

### B. 1 pitcher of water (no ice) and 1 glass for workshop demonstration/lesson

### C. 60" to 72" Round Participant Tables

- Set for 5 to 6 people per table (#of participants will determine total number of rounds required – i.e. 50 people = 10 tables)
- Chairs should not go all the way around the tables, but rather all face the front
- Space tables a minimum of 10' apart
- Set with glasses and ice water

### D. LCD Projector

- Place on table so largest picture can be seen by participants with best resolution

### E. 6-Plug Power Strip & Heavy Duty Extension cord & Empty Garbage Can

### F. 6' x 6' Projection Screen

- 6' x 6' required for 15+ participants, with keystone bar and fully slanted projection
- Set in left corner of room, 16' in front of first row of tables
- No light above screen

### G. Two Flip Chart Easels & Additional Pads

- Two (2) new full easel pads of 3M Post-It® paper per
- ( If multiple sessions, additional flip charts may be needed)

### H. Additional Tables & Flip Chart Paper

- Please supply 2 additional tables in the back of the room without chairs for us to layout participant supplies
- Please ensure flip chart pads are Post-It® Pad of at least the 25"x30" size and not the table top pads

### I. Usable Wall Space

- It is **EXTREMELY** important that the room have usable wall space that is accessible to participants. It must be flat, with no obstacles pushed up against or objects hanging on the walls. **With our special learning approach, we need a room with a lot of wall space with standing room for participants to post and write on flip chart paper at the walls (we use 3M Post-It or painter's tape so as not to damage walls)**

Please notify Rodney Smith at 610.955.4646 or [rsmith@jimsmithjrintl.com](mailto:rsmith@jimsmithjrintl.com) if any of the above requirements cannot be met so we can find a suitable solution.

