Equipment, Supplies, and Room Set-up Manager

Due to Your Challenge Day Coordinator _____
(3 weeks prior to Day)

Thank you for volunteering to play an essential role in planning for Challenge Day to come to your school. For your Challenge Day, you will need the following:

- ☐ One (1) chair per participant (youth and adults). Chairs should be on site a minimum of one (1) day prior to the first Challenge Day. Folding chairs are ideal. If they are not available, stacking, light weight chairs **without** arms are acceptable. Please note – **we will not be able to use bleachers or have participants sit on the floor**. Be mindful of any restrictions there may be regarding chairs on the floor of the room you are using and plan ahead to cover the floor if needed, or secure chairs with non-scratch, rubber feet.

- ☐ Four (4) 6-foot tables and four (4) Non folding Chairs, without wheels
- ☐ Two (2) regular trash cans and a third one for recycling, if applicable.
- ☐ 25-30 small boxes of tissue – **Please do not purchase fewer large boxes**; it is important that we have one box for every four student participants.
- ☐ Three (3) 100-ft. three-prong extension cords. A power strip is recommended as well.
- ☐ Name tags for adult and student participants (stick-on nametags work well)
- ☐ Ball point pens for each adult and student participant (please hand these to the Challenge Day leaders to distribute at the appropriate time).
- ☐  Two (2) audio speaker tri-pod stands **or** two (2) large tables (we provide large audio speakers and all other sound equipment that we will be using).
- ☐  One (1) easel and one (1) pad of easel paper
- ☐  4 -5 markers in bold colors for Challenge Day Leaders to use with the easel paper. Please ensure markers are wide-tipped so all participants can see clearly what is being written.
- ☐  Sturdy dolly or cart for leaders to transport their equipment
- ☐ If desired, bring a still camera to take pictures of your day. To maintain confidentiality, photos can be taken ONLY during the first hour and last ½ hour of the program.
- ☐ Participant Group Lists - Please print out the Participant Group List form on p. 14 and make a copy for each Adult Participant. Hand the stack of copies to the Challenge Day

Leaders the morning of your program, and they will distribute the forms at the appropriate time.

All supplies must be present in the room, by or before the Challenge Day Leaders arrive on the morning of your program. See pp. 4 & 5 for room diagram and photos.

Additional equipment if available from your school site:

Two (2) Powered Speakers similar to what is pictured here, must include the ports below – Dimensions are 14 x 13 x 24







Two (2) Power cords for each speaker – we need these along with the extension cords listed.



Two (2) 100' XLR Speaker Cords with 3 pin ends



Participant Group List

Adult Participant Name: _____

Telephone Number: _____

School Name: _____

Date: _____

Participant Names

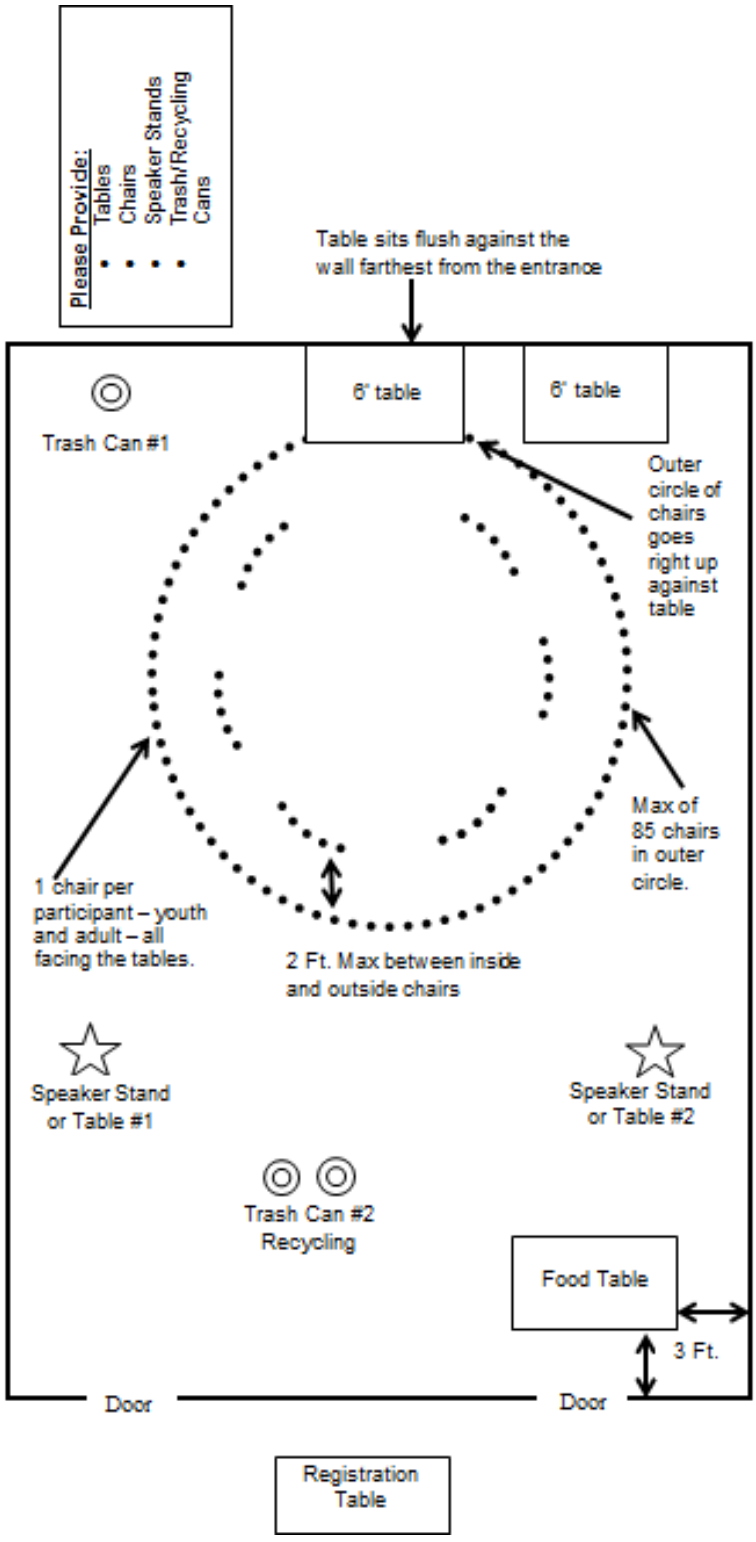
First & Last Name – Please print neatly

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

Adult Paricipant Survey

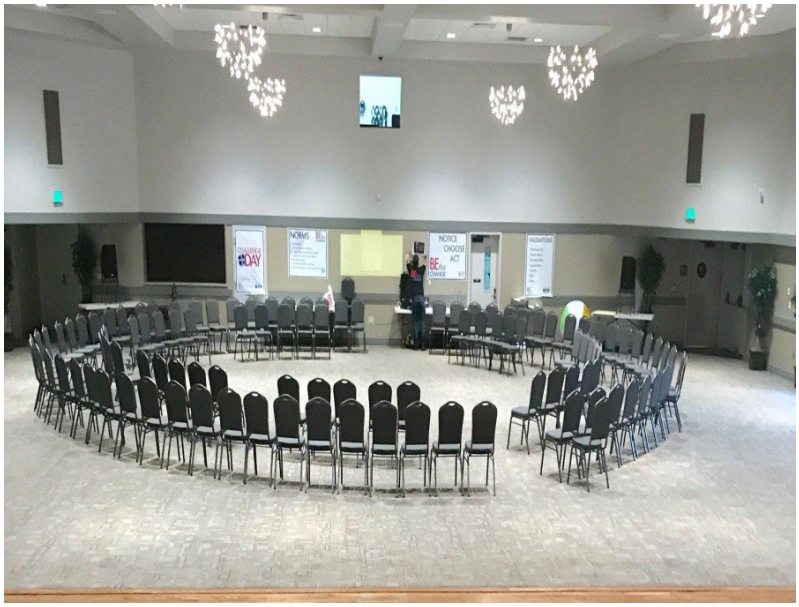
Room Set-Up Diagram

A room the size of a cafeteria, gymnasium, or other recreation, conference or ballroom is ideal for these programs (see the Challenge Day Planning List for a full description of room criteria). Two (2) concentric circles of chairs – one (1) for each student/adult participant (70-85 chairs in an outside circle and 20-50 chairs in the inner, broken circle) – should fit in the room with a 6-foot buffer from the walls. Circle should be set up close to the walls to help contain the energy of the room. Chairs should be touching each other for maximum closeness. For the inside circle of chairs, after every 5 chairs, leave a 3 ft. space so people can walk through to the back.



Note: the registration table is located right outside of the room. Food table is at least 3' away from walls so participants can travel down either side. Outer circle starts at the ends of the table and **includes the table**. For the inner circle, after every 5 chairs, leave a 3ft. gap. Ideally the chairs and circles are as tight together as possible (in a Gym, this is no bigger than half-court).

Room Set-Up Photo



- Please place table up against the wall furthest from the entrance. The “opening” into the circle of chairs is subject to the direction students are entering from.

- No more than 2 ft. of space between the inner and outer circle of Chairs.
- The outside circle of chairs starts at one edge of the table, and goes around to the other edge. The tighter the circle can be to the table itself, the better.

