

Boot Camp Checklist: Venue

Large Room -- 40'x60' (see formation attached)	<input type="checkbox"/>
Participants are allowed to eat within main room	<input type="checkbox"/>
Allows host to bring in outside meal for 2nd day lunch	<input type="checkbox"/>
Understands seminar is from 8am to 6pm each day	<input type="checkbox"/>
Extra Large Projector Screen	<input type="checkbox"/>
Small Table for Projector and Speakers	<input type="checkbox"/>
Large (and sturdy) Music Stand--not a podium	<input type="checkbox"/>
Table in front for materials	<input type="checkbox"/>
Table in back for snacks, drinks, etc.	<input type="checkbox"/>
Lapel Mic	<input type="checkbox"/>
Padded Chairs	<input type="checkbox"/>
20-24 Rectangular 2'x6' tables (or 3'x8' tables)	<input type="checkbox"/>

Boot Camp Checklist: Host

Pre-Seminar Items: Room Set-up

Tables in U-Formation	<input type="checkbox"/>
Three chairs to a table	<input type="checkbox"/>
Every seat has a Boot Camp Notebook on table	<input type="checkbox"/>
Table in front ready for materials (Books Steve will bring)	<input type="checkbox"/>
Small table for Projector and Speakers ready to use	<input type="checkbox"/>
Large (and sturdy) Music Stand--not a podium-- positioned at head of room	<input type="checkbox"/>
Knowledge of projector screen and lapel mic; both ready to use	<input type="checkbox"/>

During the Seminar:

Host must meet Steve at the location at 6:30 a.m. on day one and 7 a.m. on day two	<input type="checkbox"/>
Water, Coffee, and Snacks Prepared (both days; must be in actual room--not outside)	<input type="checkbox"/>
Coordinate with a local restaurant or fast-food chain for lunch on day two	<input type="checkbox"/>
Have drinks on hand for lunch the second day	<input type="checkbox"/>