

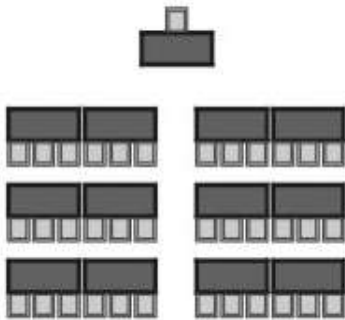


Surround Sound Training Checklist

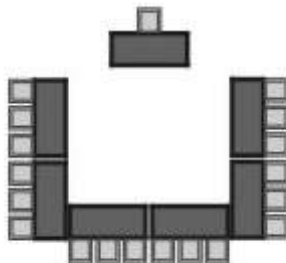
To assure that your Surround Sound Training Session is successful, we ask that the host association please provide the following:

- ✓ **A comfortable classroom with ample room for the number of participants anticipated.**
 - This can either be in your association headquarters or at an outside venue, but please note that any rental cost (for the room and/or equipment) is the state or local association's responsibility.
- ✓ **A classroom, U-shape or herringbone set up in the meeting room.**
 - No head table is necessary. Just one speaker at a time will be addressing the class. The other trainers can sit at the side or in the back when not speaking. The set-up should be classroom, U-shaped or herringbone (as shown below).

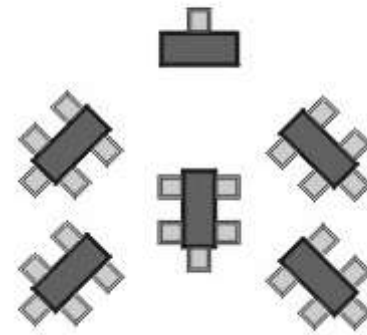
Workshop or Classroom



U-Shape



Herringbone



- ✓ **An LCD projector and screen with a sound system.**
 - The Surround Sound Trainers will bring their own laptop with the PPT already loaded. They will need sound in order to play video clips from the laptop.
- ✓ **One lavalier microphone if the class size is more than 30**
 - For smaller class sizes, no microphone is necessary, but a sound system for the laptop is always necessary.
- ✓ **A flip chart with markers and plenty of paper**
- ✓ **Copies of the handouts for each participant**
 - NAR will email PDFs to the host at least three days in advance and ask that copies made for each participant
- ✓ **Lunch**
 - This does not need to be fancy but should be easy and quick to eat. Sandwiches and/or salads are fine. The lunch can be eaten in the classroom – no need for a breakout room.
- ✓ **Sleeping room recommendations for the trainers**
 - Please provide suggestions for a hotel near the training site where the trainers can stay the night before. We will make our own reservations and pay for the sleeping room costs, but your direction on this is appreciated.