

## Venue Requirements

Venue "Must Haves"	Yes/No (Notes)
<b>Room/ AV</b>	
Training room large enough to accommodate up to 80 CRT participants w/ tables & chairs	
Round or Rectangular Tables (aprox. 12 per classroom)	
80 Chairs per room	
No other activities scheduled in the trainings room during training days (daytime or evening)	
Access to set up day before event	
Projectors for each room (for our use)	
Projector screen or Smart TVs in each room (for our use)	
Sound equipment (speakers, wireless mic, handheld mic) for each room (for our use)	
Ability to leave room set up during training	
No other activities scheduled in the trainings room during training days (daytime or evening)	
<b>Snack/Registration</b>	
Access to running water (kitchen – for our use)	
Separate area for registration and snack near training rooms	
Kitchen/break room	
Ice & Ice Chest available	
40 cup coffee makers (2-3)	
<b>MISC</b>	
On site contact during set up and event	
Access to set up day before event	
Access to facility between 7am – 5pm (training days)	
Ability to store our mailed equipment up to 3 days	
Sufficient <i>free onsite</i> parking for CRT participants	
Multiple restrooms near training rooms	
Facility janitorial available	