THE C3 EQUIPMENT CHECKLIST

Identify the column to the right that matches the kind of session to be conducted. Please provide equipment or supplies as indicated by yellow cells in that column.		Keynote	Presentation or Workshop	Team Project Workshop	Team Meetings
	Projection screen: Keynote: at least 12 x 12 or double screens, as available Preferred: 10' x 10' screen Acceptable: 8' x 8' screen				
	Instructor Table (not podium): Preferred: 30" x 6' Acceptable: 30" x 8', two 2' x 4', two 2' x 6' or T arrangement may also be an desirable option				NA
	LCD Projector (with zoom lens) compatible with presenter's Apple laptop computer, included with "hotstrip" extension cord (4 or more outlets)	**Presenter will generally bring own projector, unless arranged otherwise**			
	Wireless Lavaliere Microphone For Keynotes and workshops with more than 40 participants.		**If >2 days in length**	NA	NA
	Flip Charts Please use a solid-backed stand, not a tripod.	NA	1	1	1
	Flip Chart Markers: Mr Sketch Scented Watercolor Markers, Chisel Tip or equivalent. NOT whiteboard markers.	NA			
	Masking Tape: To tape Flip Chart pages to wall	NA	NA		
	Name Tags: First names in large 2-inch high, bold characters. Last name below in smaller font. Preferred: Neck pendant badges (won't hurt clothes) Acceptable: Stick-on				NA
	Tent Cards for Team Tables (optional)	NA			NA

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