Classroom Arrangements Checklist:

☐ Reserve a space appropriate for the number of attendees.

☐ Accommodate for those with disabilities such as hearing, seeing, or mobility issues.

☐ Arrange for necessary technological items (acoustics, laptops, projectors, screens, speakers, microphones, etc.) and support.

☐ Find out whom to contact if there are technical (or other) problems.

☐ Determine which wall will be the "front" of the room, with the entrance at the rear to minimize distractions when people enter and exit.

☐ Select a seating arrangement that supports the goals of the session and the presenter.

☐ Build in time for room set-up changes.

☐ Use comfortable chairs (and adjustable chairs for longer sessions).

☐ Create aisles and easy access to seating, so that participants do not feel cramped. Keep in mind that various cultures have different views regarding the distance appropriate between people.

☐ Provide surface for writing, laptops, and beverages if needed.

☐ Have a space reserved for refreshments if necessary.

☐ Find space for the trainer's personal items that is out of the way and not distracting.

☐ Make sure all technology works ahead of time.

☐ Locate visual equipment (screens, flipcharts, etc.) so that participants can see the materials.

☐ Check for and maintain adequate air, temperature control, and lighting.

☐ Avoid challenging odors, enticing aromas, and exterior noise.

☐ Place "Welcome" signs on outside doors indicating the event and the time.

☐ Tape door latches to prevent them from making noise when people have to arrive late or leave early.

☐ Discuss housekeeping items, such as the location of restrooms, coatrooms, and exits, near the beginning of the session.

Reference

• Adapted with permission from Wallace, M. (2002). *Guide on the side—room setups for presentations & training—one size does NOT fit all*. Retrieved from http://www.llrx.com/columns/guide59.htm.