

A/V EQUIPMENT

Time	Function	Items Needed	Comments
Thursday			
None needed unless host determines necessary for ice breaker			
Friday			
8:15 - 8:30	SPDC Opening	Podium & Mic	Headquarters has portable unit
8:30 - 10:30	SDC	Mic Screen, VCR Camera and MM Projector	Camera/Projector
Day and Time TBD	RTC	1 Free Standing Podium 1 Mic (Prefer Lapel) 1 Screen 1 OH Projector 1 MultiMedia Projector 1 Light Pointer 2 Stop Watches 1 VCR (TBD)	
10:45 - 11:45	SSA Training	1 Table Top Podium 1 Screen 1 MultiMedia Projector 1 OH Projector	
12:45 - 1:45 PM	Lunch	TBD	
2:00 – 5:00 pm	ECF	1 Free Standing Podium 1 Mic (Prefer Lapel) 1 Screen 1 OH Projector 1 MultiMedia Projector 1 Light Pointer 1 VCR	
2:00 - 5:30 (Note: May also need one or two VCRs)	Oral Competition Minimum Requirements	2 Free Standing Podium 2 Mic (Prefer Lapel) 2 Screen 2 OH Projector 2 MultiMedia Projector 2 Light Pointer 4 Stop Watches 1 VCR	
2:00 - 5:30	Oral Session Maximum Requirements	4 Free Standing Podium 4 Mic (Prefer Lapel) 4 Screen 4 OH Projector 4 MultiMedia Projector 4 Light Pointer 8 Stop Watches 2 VCR	
6:00 - 8:00 PM	Dinner	1 Podium & Lapel Mic 1 Screen TBD - OH or Multimedia Projector - Depending upon needs of Guest Speaker	
8:00 - 10:30 PM	Mystery Design Project	Ad determined by Host	
8:00 - 10:00 PM	Other Meeting	1 Podium 1 Sound System 1 Flip Chart w/Markers 1 Screen (?) 1 OH Projector (?) 1 Multimedia Projector (?)	
Saturday			

A/V EQUIPMENT

Time	Function	Items Needed	Comments
7:00 AM - 5:00 PM	Other meeting (Breakfast Speaker can use this equipment in this room)	1 Podium w/Lapel Mic 3 Floating Table Top Mics 1 Screen 1 OH Projector 1 Multimedia Projector 1 Flip Chart w/Markers	
8:30 AM - 12:10 PM	Training Sessions Maximum Requirements Use RAC room for one of the set ups	2 Podiums 2 Lapel Mics 2 Screens 2 OH Projectors 2 Multimedia Projectors 2 Flip Charts	
8:30 - 10:30 AM	Oral Run Off Competition	1 Free Standing Podium 1 Mic (Prefer Lapel) 1 Screen 1 OH Projector 1 MultiMedia Projector 1 Light Pointer 2 Stop Watches 1 VCR (TBD)	
12:30 - 2:30 PM	Awards Luncheon	1 Large Screen 2 Free Standing Podiums 2 Lapel Mics 1 Multimedia Projector 1 OH Projector (TBD)	
Day and Time TBD	TC	1 Free Standing Podium 1 Mic (Prefer Lapel) 1 Screen 1 OH Projector 1 MultiMedia Projector 1 Light Pointer 2 Stop Watches 1 VCR (TBD)	
Sunday			
7:00 AM - 12:15 PM	Other Meeting	1 Podium w/Lapel Mic 3 Floating Table Top Mics 1 Screen 1 OH Projector 1 Multimedia Projector 1 Flip Chart w/Markers	
12:15 - 2 :00 PM	Committee Luncheon	None Required	

**NOTE: LESSONS LEARNED ... CANAVERAL SECTION 2000
RSC/RAC**