

Code of the West Assembly

The Performance/Speaking Area: One 6' table and 2 small desk like tables. Large movie screen with a projection machine sometimes called LCD or proxy machine. If the projection machine with screen is NOT available we will need a Large TV with VCR or DVD machine with remote. Please make sure remote is working and has batteries.

Sound - Please provide a sound system adequate for the size of room and capability to plug in wireless headset microphone.

In Multi-Purpose Rooms that have a 3 to 5 ft. high stage or no stage at all please seat the students directly on the floor with a 5 ft. approx. center isle (please no chairs or tables for children). This is so the students can see while presenter is speaking and participating with other students.

In Gymnasiums, the audience must be seated only on one side. If seating overflow on the gym floor, please seat them directly on the floor without chairs, center isle. If floor seating exceeds 500 students, a portable stage is requested (but not required), ideally 30' wide, at least 8' deep, and 3' high. Normal gym lighting is okay.

Set-up/Take-down Time: Setup: 30 minutes, Take-down: 15 minutes