This form is due February 15, 2016. Please submit to acroteau@smith.edu

Class ________

Name ___________________________ Email _________________________

CLASS PROGRAM/ACTIVITY

Date _______________  Time __________  Location __________________________

Description

________________________________________________________

________________________________________________________

Room set-up needed (classroom style, lecture style with table for panelists, etc...)

________________________________________________________

________________________________________________________

Equipment needs:

☐ Podium/Microphone
☐ Boom box/CD Player
☐ DVD player
☐ MP3 speakers & dock (users must supply player)
☐ PC laptop
☐ Mac laptop
☐ Data projector
☐ Screen
☐ Easel and pad