Headquarters Planning Form

This form is due by April 1, 2016. Please submit to acroteau@smith.edu

Class _______  Headquarters location: _________________________________

Headquarters chair(s)

Name ____________________________ Email _________________________

Name ____________________________ Email _________________________

HEADQUARTERS SETUP

Houses open at 10 a.m. on Thursday for headquarter set-up

What is your expected arrival time for headquarters set-up? ____________

Will you need Facilities Management assistance on Thursday (hanging banners, pictures)?

☐ Yes  ☐ No

Please describe briefly the help needed: ________________________________________

__________________________________________

EQUIPMENT PROVIDED BY THE COLLEGE

- Four (4) or (5) 6’ tables and white tablecloths (hospitality desk, displays, etc...)
- 2-4 folding chairs
- 2 easels
- 2 flipcharts
- Cooler with ice
- All campus house have permanent bulletin boards

EQUIPMENT NEEDED

☐ MP3 dock/speakers (users must supply player)
☐ Boombox (CD player)
☐ DVD player/monitor