Headquarters Planning Form

This form is due March 15, 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, between 10am and 4pm (hanging banners, pictures)?

□ Yes  □ No

Please describe briefly the help needed: ___________________________________________

_____________________________________________________________________________

EQUIPMENT PROVIDED BY THE COLLEGE

- Four (4) 6’ tables and white tablecloths (hospitality desk, displays, etc…)
- 1 easel
- 1 flipchart
- All campus house have permanent bulletin boards

EQUIPMENT NEEDED

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

Comments: ________________________________________________________________

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