

THE HOOK UP REQUIREMENTS CHECKLIST

- ✓ Classroom, theater, or auditorium setting; *gymnasiums, chapels, outdoor spaces, and recreation rooms with food being served and through traffic are NOT acceptable*
- ✓ Presentation area of at least 8' by 12'; area on risers or stage preferred
- ✓ Whiteboard, chalkboard, or standing notepads on easels; bold colored markers
- ✓ Audiences limited to 400 or less participants; participants should be mandated to sit at front of space
- ✓ One cordless lapel (worn on shirt) microphone with sound system
- ✓ 90-minute block of time for “The Hook Up” presentation – *There should be no interruptions, distractions, or other activities conducted during presentation (eating, whole classes entering/exiting in the middle, etc.)*
- ✓ 60 minute set-up time prior to presentation (systems check with point of contact)
- ✓ No video, taping, or streaming of “The Hook Up” is allowed

