

## Additional Room Request:

<b>Capital Room</b>	Registration	If possible, we would like to have this room and use it for registration. It has a great window with a sliding wood opening that would be perfect for this purpose.
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## Room Set Up:

Room	Purpose	
<b>Buckeye Room</b>	Suits for Success	12 rectangle tables 4 round tables 10 chairs
<b>Cardinal Room</b>	Youth and Adult Workshop	3 rectangle tables (2 for supplies, 1 for water) 4 round tables for seating, with 8 chairs at each table
<b>Salon A</b>	Youth Workshop	<b>For Salons A-D:</b> 3 rectangle tables (1 for water, 2 for presenter's supplies) Room set up theater style with only chairs (no extra tables) for participants 25 chairs
<b>Salon B</b>	Youth Workshop	
<b>Salon C</b>	Youth Workshop	
<b>Salon D</b>	Youth Workshop	
<b>Salon E</b>	Adult Workshop	<b>For Salons E and F:</b> - Morning room set up will be the same as for Salons A-D - During lunch, these two rooms will merge for an afternoon panel presentation - We would like to utilize the extra mics we reserved for the afternoon for this purpose - Lisa would love to connect with the AV Department to discuss
<b>Salon F</b>	Adult Workshop	

<b>Ballrooms 3 and 4</b>	Opening Session Lunch (Buffet) Closing Session	Rounds of 10 for participants Rectangles for serving: (a.) Morning Beverages and Snacks, (b.) Mid Morning Break (c.) Lunch Buffet and (d.) Afternoon Break
<b>Foyer 2</b>	Resource Tables	16 six-foot rectangular tables 2 chairs at each table