

Key Leader Event Logistics

Meeting Space	
Name of general session space	
Separate breakout space or tables in back of general session space	
Theatre style seating (yes or no)	
Chair quantity (need two times the number of attendees)	
Table quantity	
Tables up front for lead facilitator/LCD (yes or no – need two)	
Snacks permitted in general session room (yes or no)	
Restrooms in same building as general session room (yes or no)	
A/V and Supplies (what is provided and who is providing it)	
LCD projector	
Microphone	
Sound system	
Screen (size?)	
Laptop	Lead facilitator will bring own
Easels	
Flip chart/Newsprint/Easels pads	
Painters tape	
Registration	
Location	
Meal times	
Breakfast	
Lunch	
Dinner	
Challenge course	
Time	
Leading	
Bonfire	
Lit at 10:30 p.m. after checking with lead facilitator (yes or no)	
Lit by whom	
Extinguished by whom	
Lighting or flashlights needed	
Sleeping	
Bunk/Cabin names and capacity	
Restroom/showers available in the bunks/cabins (yes or no)	
Separate space location for lead facilitator and/or KI staff member	
Linens provided for lead facilitator and/or KI staff members	
Emergency Procedure	
Camp contact name	
Camp contact phone number	
Camp emergency contact name	
Camp emergency contact phone number	
Location of unlocked AED on site	
Camp crisis plan (yes or no) – confirm being shared with volunteers on site	
Location of unlocked landline phone	
Name and location of nearest hospital	
Average response time of an ambulance to camp	
Miscellaneous	
Adults arriving at noon to begin setting up meeting and registration space (yes or no)	
Everything out of bunks/cabins before breakfast on Sunday (yes or no -- if yes, where?)	