

# CHECK LISTS:

## Venue:

- 1. Needs to be large enough to allow total # of registrants enough space to lie on their backs at the same time. Having several rooms that can be spread into and used for the practice portion also works...  
If necessary and requested, it would be best if the venue is ADA accessible or has options for accessibility adaptations (per AOTA requirements for CEUS)
- 2. A chair or place to sit for the attendees. (Balls, cushions, chairs, backs, mats on the floor, table)
- 3. 3-4 Blankets (people often get cold)
- 4. 1-2x cushion per attendee (for one of the movements)
- 5. Needs access to toilets and toilet paper.
- 6. A place to have snack break and / or eat lunch
- 7. Need an outlet to boil water
- 8. A sink to wash cups and utensils
- 9. Possibly near to quick eat places (for lunch for those who do not brownbag it -if not an option we just need to make a note in the confirmation letter for students)

## Equipment needed for set up and environment:

- 1. Floor mat or carpet, will be asking attendees to bring a yoga mat each
- 2. Some spare towels to protect face on carpet
- 3. Table to put snacks on and a covering for this table
- 4. Way to make the snack presentation appealing (tableware/flowers etc)
- 5. Cups and spoons
- 6. Small plates, toothpicks/forks and napkins
- 7. A sharp knife and a cutting board
- 8. Kettle or way to make hot water for tea and coffee
- 9. A place to keep half and half, and other foods cool – refrigerator or ice in a cooler box

## Equipment I need access to for teaching:

- 1. Projector and screen or blank wall/ extension cord/small table  
OR
- 1. Large screen TV or Computer/ extension cord/small table
- 2. A large wipe off board or large chalk board or large sheets of paper
- 3. A firm floor gym mat or a massage table
- 4. A small towel / baby blanket
- 5. Registration table with a cloth to cover it
- 6. Two clip boards and two working pens

## Optional demo for teaching/learning:

- 1. 1-2 current clients who you think may be appropriate and willing to participate as “demo” models for the techniques taught
- 2. Appropriate releases signed for the event including photo release (just in case)

Food Shopping List Ideas - The foods should ALL be ORGANIC. (Budget is \$2.50 pp/day - \$30 /day= about \$110 for 10 people )

### Vegetables:

- Baby Carrots
- Celery
- Cucumber

### Fruit:

- Apples
- Grapes

### Nibbles

- Nuts
- Chocolate

### Dips: ( 1-2 of the following)

- Hummus
- Salsa
- Guacamole
- Cream Cheese

### Crackers/Cookies:

- Tortilla chips
- Rice or other gluten-free crackers
- Both gluten and gluten-free cookie options for afternoons

### Drinks

- Small selection of herbal/green teas
- Coffee
- Half & Half
- RO or distilled water

### Other/Supplies: (as you see fit)

- Utensils
- Toothpicks
- Plates (paper or ceramic)
- Napkins
- Cups (paper or ceramic)