

Equipment & Space Requirements

- **Space Requirements**

- Classroom space for classroom-style (three chairs to a table) seating for up to 42 people
- Lab space for 14 treatment tables
- Typical space requirements: 1,100 square feet (a gym area is common)
- One room may be used for lab and lecture.

- **Equipment Requirements**

- Plinths, high/low tables. If you do not have enough treatment tables, banquet tables may be used (6ft x 30 in), (if banquet tables are used, GLS will send mats)
- Sheets to cover banquet tables (if used)
- Tables for food set-up
- One 8 foot by 8 foot screen - or clean, smooth, white wall to project upon (must be white).
- A table to raise the projector up above a seated person's head
- Extension cords 2 & 3 prong type or a power-strip with a long cord will do
- Please do NOT open boxes once received, the instructor will take care of them the morning of the course.

*The Advanced Spinal Mobilization and Manipulation course requires high/low tables or massage tables to perform proper techniques.

Course Logistics

	Meet Instructor	Breakfast Set-Up	Breakfast	Start	Break	Lunch	Break	End
Saturday	7:00 AM	7:00 AM	7:30 AM	8:00 AM	10:15 AM	12:00 PM	2:30 PM	5:30 PM
Sunday	7:00 AM	7:00 AM	7:30 AM	8:00 AM	10:15 AM	12:00 PM	2:30 PM	5:00 PM

- **Food Service**

- All break food should be ready to serve 10 minutes before the break begins
- If facility participants will be setting up the breaks, be aware that they will need to miss a small portion of the course to do so.

- **Course Supplies**

- Supplies (manuals, name tags, etc) will arrive a few days before the course via UPS and will be picked up the following Monday.

- **Housekeeping**

- Doors to the building and the room should be open with signs directing participants and faculty to the course.
- If you have one, your main information desk should be aware of the course.

