

Private Course Equipment & Space Requirements

- **Space Requirements**

- Space for classroom-style (three chairs per 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)
- The same 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.
- Tables for food set-up
- One 8 by 8 foot screen or a clean, smooth, white wall to project upon
- 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

*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 (e.g., individually-wrapped snacks and fruit) should be ready to serve 10 minutes before breaks begin.
- 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. We will schedule a pick up for the following Monday.
- Please do NOT open boxes of course supplies once received; the instructor will take care of them the morning of the course.

- **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.

