

Private Course Space & Equipment Requirements

Space Requirements

- Space for classroom-style seating(three chairs per table)
- Lab space for treatment tables
- Typical space requirements: 1,100 square feet
- The same room may be used for lab and lecture

Equipment Requirements

- Enough treatment tables* for your expected attendance. If you do not have enough treatment tables, banquet tables may be used (6ft x 30 in).
- One 8 x 8 foot screen or a white wall to project
- A table to raise the projector up above a seated person's head

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

Course Logistics

Additional breaks beyond lunch are agreed upon by the instructor and registrants at the course. Small courses may end earlier than 5:00 PM on Sunday.

	Meet Instructor	Set-Up	Start	Lunch	End
Saturday	7:00 AM	7:00 AM	8:00 AM	12:00 PM	5:30 PM
Sunday	7:00 AM	7:00 AM	8:00 AM	12:00 PM	5:00 PM

Food Service

- For private courses, the host facility is solely responsible for any food you choose to provide. GLS does not reimburse food for private courses.

Course Supplies

- Supplies (manuals, name tags, etc.) will arrive a few days before the course via UPS. We will schedule a pick up for their return on the Monday after the course.
- 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 course room should be open with signs directing participants and the instructor to the course.
- If you have one, your main information desk should be aware of the course.

