

Private Course Facility Requirements

Space Requirements

- Typical course room is at least 1,100 square feet of open space
- Must fit classroom-style seating (3 chairs per table) for lecture
- Must fit treatment tables for lab
- One room may be used for both lecture and lab

Equipment Requirements

- Enough treatment tables and chairs for your expected attendance (3 chairs per table). The same tables may be used for both lecture and lab.
- An 8 x 8 foot screen or a white wall to project on. The instructor will bring their own projector and laptop.
- A table to raise the projector up above a seated person's head.
- **For Rehabbing the Runner only: Treadmill**
- **For Overhead Athlete only: Pitcher available Saturday anywhere from 2:30-4pm for 30 minutes**
- **For Advanced Concepts for the Spine only: Either high/low tables or wide step stools for plinths**

Food Service

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

Course Supplies

- Supplies (manuals, name tags, etc.) will arrive a few days before the course via UPS.
- Please do not open boxes of course supplies once received. The instructor will take care of them the morning of the course. Store boxes in a safe place until the morning of the course, when they can be placed unopened in the course room.

Housekeeping

- All course preparation and arrangement should be completed before the instructor arrives. The instructor will unpack the boxes and set up their laptop.
- The host facility is required to appoint a "Saturday Morning Contact," who will meet the instructor at 6:30am on Saturday before the course. Please provide GLS with the name and mobile phone number of the Saturday Morning Contact at least 2 weeks prior to the course.
- Doors to the building and the room should be open to registrants by 7:30am with signs directing them to the course room. If you have one, your main information desk should be aware of the course.