

ALA In The Know 2026 Hosting Requirements

2026 PROPOSED DATES: SEPTEMBER 12 • SEPTEMBER 19 • SEPTEMBER 26

Three ALA In The Know educational programs will be held in the fall of 2026. Locations will be considered throughout the state to host these training sessions. Units interested in hosting should complete the attached form and return it to ALAITSK Vice Chair: Sandy Mack, 1204 Wisconsin St., Adell, WI 53001 **no later than February 28, 2026**. Locations selected will be contacted by April 1, 2026. Any questions call or text 262-388-9816 or e-mail smack0555@gmail.com.

Requirements:

1. No charge to the Department for use of the facility.
2. Seating at tables, with capacity for minimum of 50.
3. Access to facility by 7:30 am on day of event until 4:00 pm.
4. Two microphones with working speaker system along with extra batteries.
5. Wi-fi with available password.
6. Large screen or plain white wall to project presentations.
7. Extension cords, duct tape.
8. Tables for program displays.
9. Head table for presenters with podium.
10. Handicap accessible facility.
11. Other possible events in the facility cannot interfere with the session.
12. Water station or pitchers of water and glasses on all tables, including head table.

Additional Information:

- Registration is 8:00-9:00 am. Hosting unit will provide members to assist with registration. (Name tags and registration list provided by Department).
- Presentation begins at 9:00 am. and should conclude no later than 3:00 pm.
- Hosting unit receives \$15 per attendee to cover morning refreshments and lunch along with beverages.
- Final attendee number will be provided to the hosting unit two weeks prior to the event.
- Payment provided to hosting unit day of event.
- The unit is not allowed any fundraisers or donation jars for coffee, etc.



ALA In The Know 2026 Hosting Request Form

Date Requesting: ☐ September 12 ☐ September 19 ☐ September 26

Name & address of facility where session will be held:

Maximum capacity of room when set in classroom setting (facing forward) _____

Is the building handicap accessible? ☐ Yes ☐ No

Free on-site parking available? ☐ Yes ☐ No

Podium with a microphone available? ☐ Yes ☐ No

Additional hand-held microphone available? ☐ Yes ☐ No

Large screen or plain wall available to show presentation? ☐ Yes ☐ No

Is WIFI available with a password? ☐ Yes ☐ No

(Please Print Legibly)

Contact Name: _____

Unit Name & #: _____ District: _____

Address: _____

Email: _____

Phone #: _____

Return completed form by FEBRUARY 28, 2026 to:

Sandy Mack, 1204 Wisconsin St., Adell, WI 53001 or

email: smack0555@gmail.com