

ALA In The Know Hosting Requirements

Locations will be considered throughout the state to host these training sessions. Units interested in hosting for 2027 (dates to be determined) should complete the attached form and return it to ALAITSK Chair: Sandy Mack, 1204 Wisconsin St., Adell, WI 53001. 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 each member facing the presenters**
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.**
13. **Must include pictures of the presentation room, along with the hosting request form.**

All requirements must be met to host the ALAITSK

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
Hosting Request Form**

2027 Dates to Be Determined

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/Post # _____ District: _____

Address: _____

Email: _____

Phone: _____

Return completed to:
Sandy Mack
1204 Wisconsin Street, Adell WI 53001
or email: smack0555@gmail.com