



Facility Use requirements for Heart Screenings

Registration:	interior school entrance
Refreshment area:	hallway or separate room
2 rooms:	girls screening room/boys screening room
1-2 Offices:	both cardiologist consultation area
14 Tables:	classrooms/hall/cafeteria 6'-8' tables
30-40 Chairs:	waiting area outside rooms/offices

Set up:

- Registration: set up two 6'-8' tables inside school entrance
- Refreshments: set up two 6'-8' tables in cafeteria or hallway
- 2 rooms: set up one boys/one girls room with five 6'-8' tables each
- 2 small offices: table/3 chairs each room for cardiologist consultation
- 25-30 chairs: set up outside rooms/offices for waiting area

We will organize the rooms between 5:30pm and 6:00pm the day before the event. The event is from 9:00am-3:00pm with set-up beginning at 7:30am the morning of and take down by 4:00pm.

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