

# WORKING TOGETHER FOR A SUCCESSFUL WEEK-LONG CURRICULUM WRITING WORKSHOP

My goal is to provide the participants in the week-long workshop with the very best possible curriculum writing experience that they have ever had. I know that your goal is the same. A lot of time, energy and dollars go into an outstanding in-service and we want to make sure everything is perfect right down to the last minute. In order for us to be successful and to guarantee that everything will run smoothly, I have found that the following conditions are absolutely necessary:

## OVERHEAD PROJECTOR

I will need an overhead projector that is in excellent working condition. Please check the projector well ahead of the workshop to guarantee that it will focus correctly and the lens is in working condition. (When testing the lens a transparency should look clear and crisp. If it looks dull and brownish in color the lens is about to die.) An extra projector bulb would be handy in case the present one burns out which, according to Murphy's Law, only happens when I am about to make the major point for the day. I use overhead transparencies throughout the entire presentation, thus an excellent projector is vital.

## PROJECTION SCREEN

The screen needs to be LARGE, especially since there will be 160 participants. An auditorium size screen (at least an 8 foot screen) is absolutely necessary when the workshop is being held in an auditorium, cafeteria or media center. (A classroom size screen makes the transparencies look like a postage stamp and does not make for a successful day when educators and parents think they are losing their eyesight in addition to their sanity.) House lights should be on bright, but no light on the screen, please.

## HAND MICROPHONE

For those of you who have seen me, you know that I can't stand still very long, therefore, I need a HAND HELD MICROPHONE with at least 20 feet of extension cord. That gives me lots of freedom to move about for animation and role playing. A hand-held cordless microphone is also a good option for a microphone system. Please check the sound system to make sure that all is working. The clarity of sound from the speakers and the distance that it carries is important to check in advance. Participants tend to get distracted and resort to knitting or reading when the speaker's voice cuts in and out or can't be heard over the static sounds.

## TABLES, WATER, KLEENEX, AND WASTEBASKET

Now that we have taken care of being able to see and hear, there are a few more items that help me. I like to use six 6-foot long tables placed down in front of the audience as a working area for me and a place for my transparencies, books, etc. The tabletops should be light in color or covered with white paper or cloth. The overhead may also be placed on the tables. (SEE ATTACHED DIAGRAM FOR ROOM SET-UP.) The pitcher of water, Kleenex, and wastebasket serve several purposes but mainly I get messy when writing all over the transparencies, so they help to clean up the mess

Thank you for your attention to these details.

*Dr. T. Roger Taylor*



Overhead Screen

6' X 30" Table

Overhead Projector

6' X 30" Table

6' X 30" Table

6' X 30" Table

6' X 30" Table

6' X 30" Table

3' Aisle

HI-INTENSITY OVERHEAD PROJECTOR (3000 lumens or more)

1' to Audience

small rectangle table

**Important:**

\*\*All electrical cords must be on this side of the tables.

Corded microphone with 30' cord on this side of tables.



⌀ =Outlet

**Important:**

\*\*Please cover display tables with white tablecloths.

\*\*Place 2 styrofoam cups next to overhead with water and kleenex.

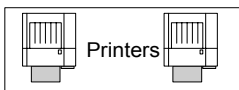
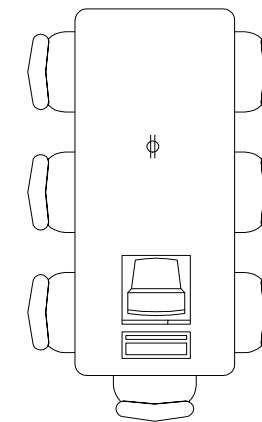
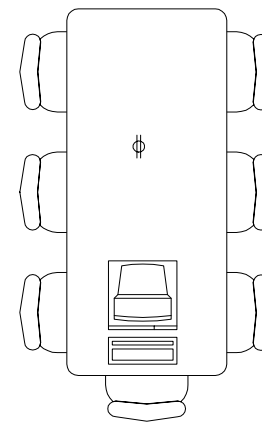
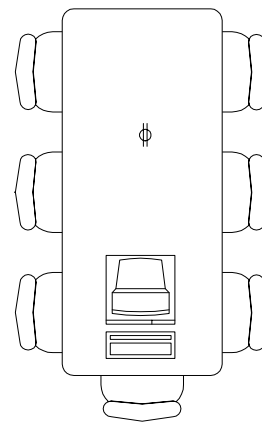
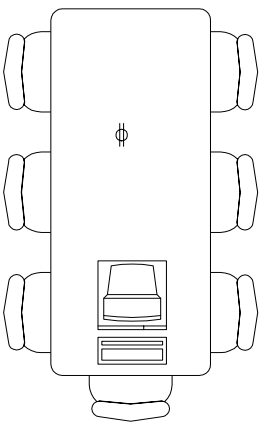
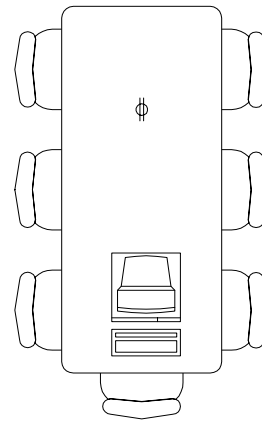
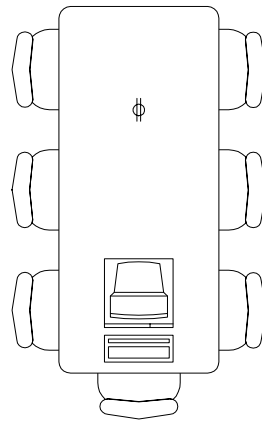
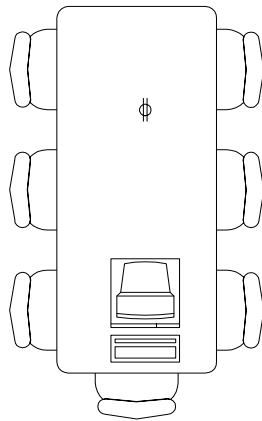
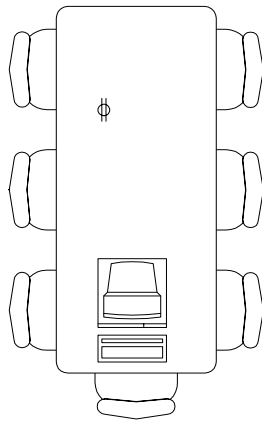
\*\*Please make sure ceiling lights do not wash out image projected on overhead screen

Handbooks

Registration Table

Nametags

Refreshments



Printers

6' X 30" Table for Books

6' X 30" Table for Books