**Great Lakes Region**

**Seminar Event Schedule & Room Requirements**

(Note: All events are subject to day and time substitutions – room assignments will all TBD)

Day 1 (Pre-Seminar)

Boutique set up (through last day at Noon) – 20 tables (room configuration TBD)

Registration & Angel Meetings 4:00- 6:00 pm – 2 tables

GLR Executive Board Meeting 7:00 pm - #15 – tables in a square

Day 2 (Opening Day)

Faculty Breakfast/Brunch – tables in a square – buffet type for #17 to 22 in attendance

Everyone will have lunch on their own

Hospitality Room open at noon through Day 5 at noon (room configuration TBD)

Registration & Angel Meetings 11:00 – 5:00 pm – 2 tables

Mini Classes 1:00 – 4:00 pm – 4 breakout rooms – U-shape or classroom for 24 each

GLR Annual Meeting 4:30 – 6:00 pm – head table for #6 w/podium & microphone) - #100 chairs

Meet the Teachers 5:00 – 5:45 pm - #8 tables in the Hallway

Cash Bar 6:00 pm for up to #150 attendees

Opening Banquet 6:30 pm - #15 tables – rounds of #10 – up to 150 attendees

(no head table – podium & microphone for all meals)

Day 3

Registration 7:00 – 8:00 am – 2 tables

Breakfast 7:00 – 8:00 am - #15 tables – rounds of #10 – up to 150 attendees

Classes 8:30 – 11:30 am (#9 breakout rooms – U-shape or classroom for 24 each (each class will have individual set up needs)

Luncheon 12:00 – 1:00 pm – #15 tables – rounds of #10 – up to 150 attendees

Classes 1:30 – 4:30 pm (#9 breakout rooms – same as in the morning)

Teacher’s Showcase 5:00 – 5:45 pm - #15 tables in the Hallway

Dinner 6:00 – 7:00 pm - #15 tables – round of #10 – up to 150 attendees

Day 4

Registration 7:00 – 8:00 am – 2 tables

Breakfast 7:00 – 8:00 am - #15 tables – rounds of #10 – up to 150 attendees

Classes 8:30 – 11:30 am (#9 breakout rooms – U-shape or classroom for 24 each (each class will have individual set up needs)

Luncheon 12:00 – 1:00 pm – #15 tables – rounds of #10 – up to 150 attendees

Classes 1:30 – 4:30 pm (#9 breakout rooms – same as in the morning)

(Dinner on their own)

Day 5

Breakfast 7:00 – 8:00 am - #15 tables – rounds of #10 – up to 150 attendees

Needlework Exhibit 9:00-4:30 pm – #14 tables (set up starts at 7:30 in hallway outside of meal room)

Classes 8:30 – 11:30 am (#9 breakout rooms – U-shape or classroom for 24 each (each class will have individual set up needs)

Luncheon 12:00 – 1:00 pm – #15 tables – rounds of #10 – up to 150 attendees

Classes 1:30 – 4:30 pm (#9 breakout rooms – same as in the morning)

Dinner 6:00 – 7:00 pm - #15 tables – round of #10 – up to 150 attendees

Merchandise Night 7:00 – 8:30 pm - #15 to 20 tables (set up TBD)

Day 6 (Closing)

Breakfast 7:00 – 8:00 am - #15 tables – rounds of #10 – up to 150 attendees

Classes 8:30 – 11:30 am (#9 breakout rooms – U-shape or classroom for 24 each (each class will have individual set up needs)

Luncheon 12:00 – 1:00 pm – #15 tables – rounds of #10 – up to 150 attendees

Classes 1:30 – 4:30 pm (#9 breakout rooms – same as in the morning)

Seminar Wrap-Up Meeting 4:45 pm (use one of the classrooms in U-shape TBD for 24 each)

Cash Bar 6:00 pm for up to #150 attendees

Closing Banquet 6:30 pm - #15 tables – rounds of #10 – up to 150 attendees

Day 7 (Post-Seminar) Committee clean-up & attendee leaving hotel