**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