

SCOPING MEETING CHECKLIST

Item	Responsibility	Status
Location, Room	Jeremy	Confirmed Lick Wilmerding High School Cafeteria (Ann Maisel Café)
Powerpoint	Sponsor Team, Jeremy, Jeanie	Set internal deadlines
Computer, projector, screen - does the HS have these?	Jeremy?	We bring computer. School has projector and screen but they may still be packed away. Christine will check and let Jeanie know week of Oct 15-19
Microphone/podium?	Jeanie	LW has two microphones, a podium, and a PA system. One mic for facilitator/presenter and one for public speaker
Court Reporter	ESA	Reserved court reporter for 10/30.
Table, chair, accessible plug for court reporter	Jeanie	Yes. The cafeteria has plenty of seats and tables and places to plug in
Sign In Sheet	ESA	# copies
Agenda	ESA	# copies
Speaker Card	ESA	# copies
Extra Copies of NOP/NOA	ESA	# copies
Pens for comment forms and speaker cards	ESA can bring	
Sign In table set up?		Yes
Chairs for audience	School has them	Over 180 seats in the cafeteria
Posters of NOP figures	Karen	
Easels for NOP figure posters	Karen?	
Lighting?		Christine says the room has natural light in the day and gets dark at night; there's nothing the school can do about that
Site visit?		We can visit the site on a Tuesday or Thursday when Christine is there til 5:30 for tutoring (she can stay later to show us around)

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