



***Cream of the Crop Leaders follows safe COVID guidelines. See our [COVID-Safe webpage](#).***

**Option 1: Virtual: We offer *highly-interactive*, live facilitated trainings via Zoom.**

**Option 2: In-Person, No Contact, Exciting: Each of our in-person events accommodate these safety guidelines:**

- Use of open-air, covered meeting spaces (see photo examples below)
- 6+ feet distance between participants - and use of masks when appropriate
- Compliance with all state and federal guidelines

**Examples of COVID Safe, open-air, covered facilities:** Chairs will be 6+ feet apart

**Get creative. Consider the open-air spaces that are already available to you:** Restaurant outdoor covered seating, hotel outdoor meeting spaces, university or public-school covered walkways, public park covered gazebos – **or rent an event tent.**

**Our facility needs are SIMPLE:** *open air, shade, electricity, the ability to move chairs/tables apart (6+ feet).*





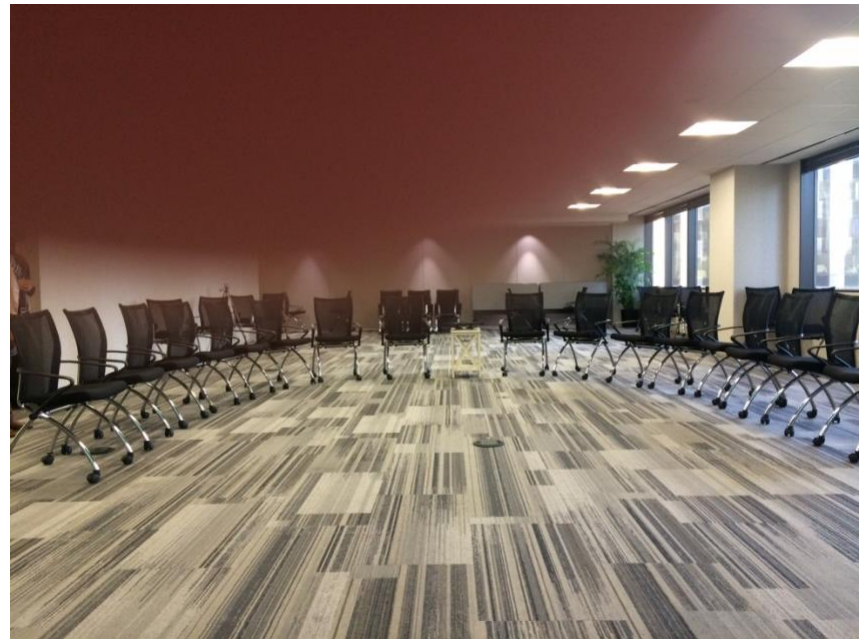
## Pre-COVID room arrangements

**COVID Safe: Chairs will now be 6-12 feet apart.** Our preference for seating is still a U-shape, whenever possible.

View from Back of Room



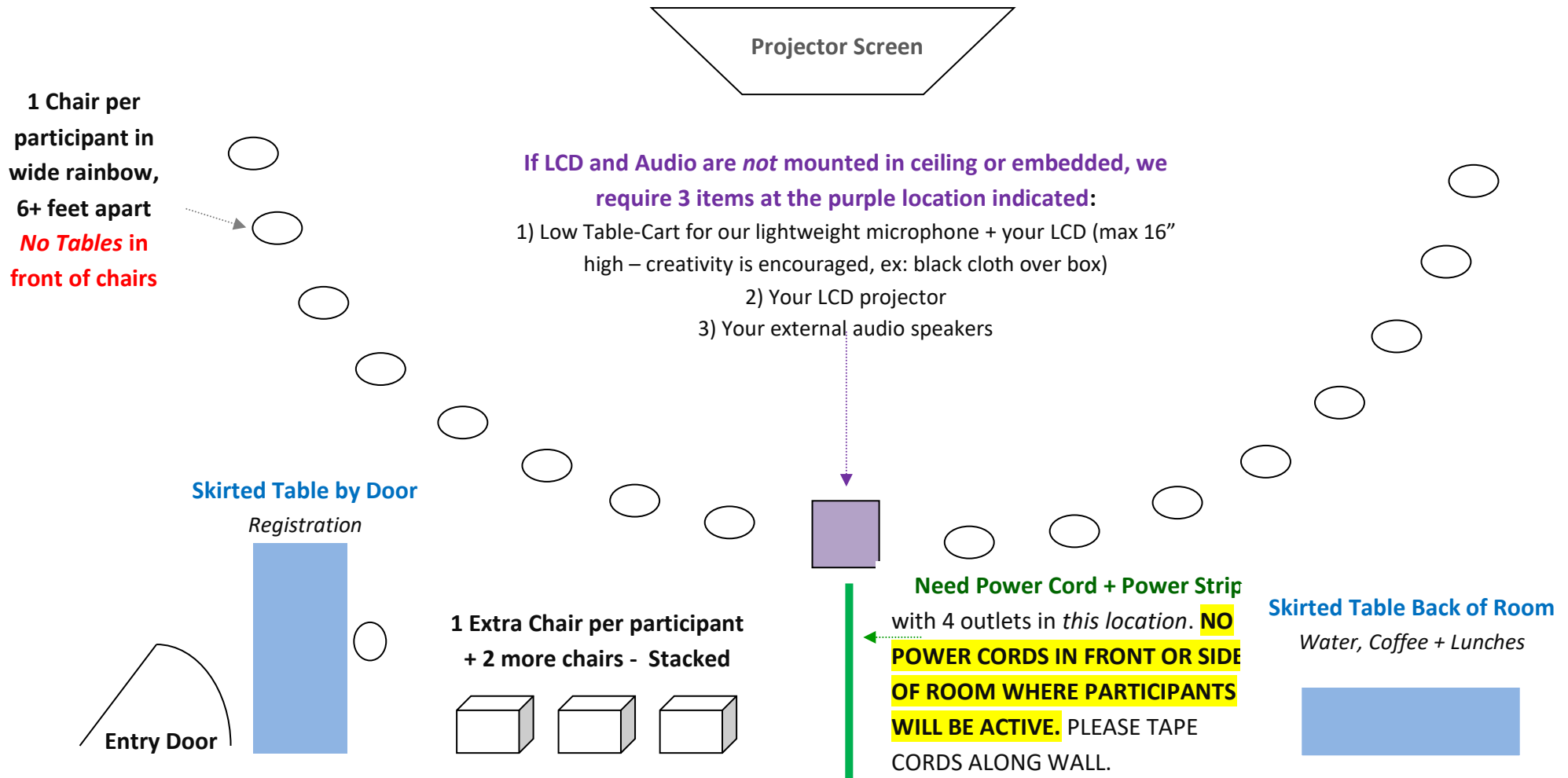
View from Front of Room





**Equipment + Furniture Guidelines: Electrical source needed.**

Given COVID safety guidelines, please note that (1) participants and facilitators will retain 6 - 12' distance from one another and (2) an electrical source is needed for equipment





**A More Detailed Explanation:** Please have furniture + equipment set up the afternoon prior for a systems check.

### Room Size:

- ◆ COVID: For a group of 15, please locate a room or area approximately 3000 square feet. A bit smaller or larger also works.
- ◆ **No unmovable tables** (like fixed boardroom tables). No tables in front of participant chairs.

### Equipment List:

- **Equipment: Please arrange as seen in page 2 diagram**
  - ◆ Two chairs per participant + 2 additional chairs for instructors (only 15 chairs will be in circle; others in periphery)
  - ◆ LCD projector + projection screen
  - ◆ Flip chart or white board + markers
  - ◆ 2 banquet type tables (skirted, if possible)
- **Additional Equipment needed if your LCD-Audio is not ceiling mounted or embedded:**
  - ◆ Electrical access
  - ◆ Very low table/cart 16" max
  - ◆ LCD projector
  - ◆ Audio speakers (that amplify computer audio)
  - ◆ Extension cord that reaches low cart (see purple area in diagram)
  - ◆ Power strip with 4 outlets. **NO POWER CORDS IN FRONT OR SIDES OF ROOM.** *Please run cord behind purple diagram area and along wall, if necessary, and tape all cords to eliminate tripping.*
- **Music:** Ability to play occasional music at moderate volume (we'll supply music)
- **Lunches + Snacks: Optional yet Recommended:**
  - ◆ Coffee-Tea, Water, Snacks
  - ◆ **Catered Lunches:**
    - Even simple boxed lunches will enable us to extend your training investment by allowing for educational and relationship-building working lunches. Participants will be lunching in pairs, so the ability to take a plate elsewhere is good.
    - **Please order 2 vegetarian lunches for instructors (we're happy to reimburse upon request).**

**Stumbling blocks or concerns?** No worries! Give us **advance** notice and we'll jump these hurdles together.