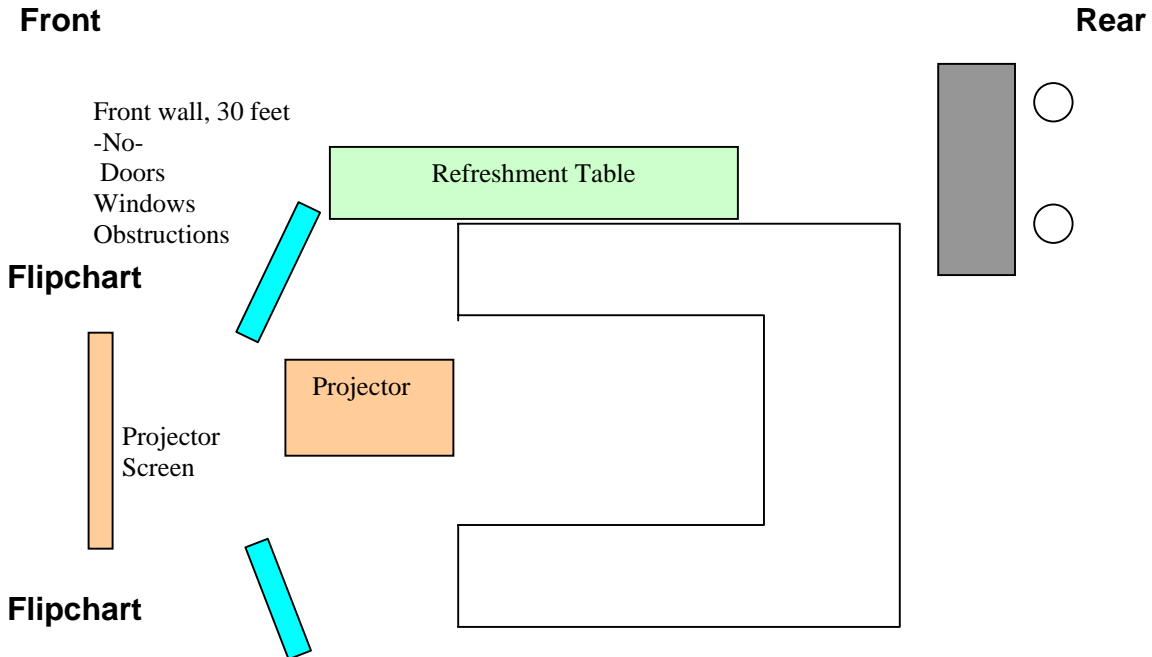


Recommended Room Set Up Diagram and Checklist

Purpose: This checklist will help you remember all the things to consider when selecting or preparing a room for the workshop. Also, there is a diagram of a recommended room layout.



Remember to leave room for the participants to place their “Sticky” notes on the walls during the initial exercise

Checklist

- _____ Unbroken wall surface of at least 30 feet on two walls and should be big enough to comfortably accommodate the team and observers.
- _____ Minimize obstructions such as doors, windows, and other obstructions on workshop walls.
- _____ Remember to leave room for the participants to place their “Job steps” on the wall during the silent affinity exercise (and leave room for “park” job steps so that they can be considered later).
- _____ Choose supplies based on the kind of walls in the room (non-marking putty, tape, sticky pads, push pins, staples, etc.).
- _____ People should be able to see each other and anything that is attached to the walls.