

## SETUP GUIDE

# Space Prep & Logistics

Step-by-step guidance for preparing your space and materials before workshops. Follow the countdown timeline from 48 hours out to the moment your first participant walks in.

**48 hrs**

Start Here

**6**

Setup Phases

**~90 min**

Total Prep Time

**2 Tracks**

Green & Blue

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# 01

PRE-WORKSHOP

## Setup Countdown Timeline

Work through these phases in order — each builds on the last. Do not skip ahead.

48 HRS  
BEFORE

### Print & Cut Phase — All printing and card preparation

- Print Participant Packets — 1 per student, double-sided where possible
- Print all card sort sets: Relationship Sort Cards, FRIES Scenario Sheets, MATCH Decision Cards (Green or Blue Track), Constraint Cards
- Cut all card sets — store each set in a labeled envelope or zip bag
- Print FRIES Consent Cafe poster (11x17 if possible)
- Print Ground Rules poster — large enough to read from the back of the room
- Print Trusted Adults Wallet Cards (Green Track) and Health Team List cards (Blue Track)
- Print Evaluation forms, Commitment Cards, and 30-Day Challenge trackers
- *Blue Track only — Print Gear Check Checklists, WYD Scenario Cards, Vaccine Trackers, Science as Backup cards*
- *Do NOT print Module 3 materials unless you have confirmed institutional approval and are delivering Blue Track*

**TIP** *Print large-format posters first. Then card sets on cardstock. Then standard worksheets last. Pre-cut card sets the night before using a paper trimmer for clean, even edges.*

24 HRS  
BEFORE

### Confirm & Gather Phase — Room, supplies, and facilitation review

- Confirm room booking and access time — you need at least 45 minutes before participants arrive
- Confirm projector/screen availability and test your slide deck on the room's system if possible
- Gather physical supplies: pens, markers, flip chart, tissues, sticky notes, scissors, name tags
- Prepare resource cards with local clinic info, crisis line numbers, and your contact info
- Re-read Section 2 of the Facilitator's Guide (Trauma-Informed Facilitation)
- Review your session's slide deck — know which slides have activity handoff cues
- Know your mandated reporting obligations and your organization's protocol
- Prepare envelopes for Legacy Letters (Blue Track / Full-Day only)

**TIP** *If you cannot test your slide deck in the room, confirm the projector output format (HDMI vs VGA) and bring your own adapter. Never assume.*

**2 HRS  
BEFORE**

## Room Setup Phase — Physical space configuration and materials staging

- Arrange seating in circle or U-shape — remove or rearrange furniture as needed
- Set up facilitator station: laptop, clicker, water, notes, backup materials
- Post Ground Rules where every seat can see them — do this before anyone arrives
- Post FRIES Consent Cafe poster (keep covered until Module 2)
- Place tissues at 2-3 points around the room — not just one box in the corner
- Stage participant packets face-down at each seat — do not fan them out visibly
- Set up water and refreshments if available
- Test audio/visual: projector, speakers, microphone if needed

**TIP** *Sit in three different seats after setup. Can you read all posted materials clearly from each one? Walk to the back — is the projector visible without glare?*

**45 MIN  
BEFORE**

## Final Checks — Walk the room. Find what you missed.

- Sit in three different seats — can you read all posted materials from each one?
- Walk to the back of the room — is the projector visible without glare?
- Check: are exit routes clear? Do you know where participants can step out if needed?
- Verify card sort sets are labeled and sequenced in order of use
- Set your timer. Have your opening script ready.
- Take a moment to regulate yourself — your energy sets the room's energy

**TIP** *The Regulating Breath: Before participants arrive, take three slow breaths. Your nervous system regulates the room. A calm facilitator creates a brave space. This is not optional — it is part of your setup.*

**GO**

## Session Start — Participants arrive. You are ready.

- Greet participants at the door — warmth before content
- Direct them to a seat — do not let them cluster at the back or edges
- Keep cover slide on screen — do not start until at least 80% of group is seated
- Begin with the icebreaker if using one, before anything else

# 02 Seating Arrangements

Seating communicates your values before you say a word. Choose the layout that matches your group size and session type.

<b>Full Circle</b> Best for: 10–20 participants · All formats	<b>U-Shape</b> Best for: 15–30 · Half-Day & Full-Day	<b>Table Clusters</b> Best for: 20–40 · 90-Min workshop
<ul style="list-style-type: none"> <li>+ Signals equality — no hierarchy</li> <li>+ Maximum peer eye contact</li> <li>+ Ideal for trauma-informed sessions</li> <li>- Harder projector sightlines</li> <li>- Needs significant clear floor space</li> </ul>	<ul style="list-style-type: none"> <li>+ Clear sightline to projector</li> <li>+ Still maintains peer-to-peer visibility</li> <li>+ Easy for facilitator to move</li> <li>- Corner seats can feel excluded</li> <li>- Needs wider room than circle</li> </ul>	<ul style="list-style-type: none"> <li>+ Built-in small groups for card sorts</li> <li>+ Works in standard classrooms</li> <li>+ Handles larger groups well</li> <li>- Less ideal for full-group discussion</li> <li>- Back-to-facilitator seats reduce engagement</li> </ul>

## ■ Recommended Default

For any session under 25 participants, default to the U-Shape. It balances projector visibility, peer-to-peer connection, and facilitator mobility. Reserve circle seating for groups of 15 or fewer where intimacy is the priority.

# 03 Room Environment Specs

The physical environment communicates safety before you say a word. These specs create the conditions for brave, honest participation.

## ■ Temperature

68–72°F / 20–22°C

Slightly cool keeps participants alert. Too warm = drowsy. Ask ahead if HVAC is controllable.

## ■ Lighting

Bright + Dimmable

Full brightness for activities. Dimming capability useful for slide-heavy segments.

## ■ Acoustics

Low ambient noise

Confirm no competing events in adjacent rooms, especially during Module 2 discussion activities.

## ■ Minimum Space

30 sq ft per person

Circle seating needs more floor clearance. Add 20% buffer for movement activities.

## ■ Projection

16:9 · min 80" diagonal

Test your deck on the room's system the day before if possible. Bring an HDMI adapter.

## ■ Exit Access

Clear at all times

Participants should be able to step out without disrupting the group.

## ■ WiFi / Connectivity

Confirmed before session

Needed for PrEP Locator demo (Blue Track). Have a mobile hotspot as backup.

## ■ Tissues

2–3 boxes · distributed

Not one box in the corner. Place tissues within arm's reach of every participant.

## ■ Background Music During Writing

Low-volume instrumental music during individual reflection and journaling activities significantly reduces anxiety and self-consciousness. Use a playlist without lyrics. Volume: audible but not distracting. Stop before group discussion begins.

## ■ Phone Policy — Set at the Start

Address phones in the ground rules: 'Please silence your device.' Do not confiscate or ban. For Blue Track, phones are needed during PrEP Locator and Health Team activities. Frame it as respect, not restriction.

# 04 Print Queue

Everything that needs to come off a printer, organized by action type. Print in this order to avoid running out of paper mid-queue.



### Participant Packets

Complete packet or format-specific pages. Double-sided saves paper.

**1 per student + 2 spares**



### Ground Rules Poster

Print large — 11x17 minimum or write on flip chart. Post before anyone arrives.

**1–2 copies · POST FIRST**



### FRIES Consent Cafe Poster

Full-color classroom visual. Keep covered until Module 2.

**1 copy · 11x17 if possible**



### Relationship Sort Cards

12 cards per set. Print on cardstock if available. Cut and bag before session day.

**1 set per 4 students · CUT**



### MATCH Decision Cards

Green Track OR Blue Track set — print the correct track only. 6 cards per set.

**1 set per 4 students · CUT**



### FRIES Detective Scenario Sheets

5 scenarios per sheet. One per student for individual work.

**1 per student OR 1 per group**



### Trusted Adults Wallet Cards

Print on heavy paper if possible. Students fill in and keep. All tracks.

**1 per student + 3 spares**



### Health Team List Wallet Cards

Blue Track only. Students fill in during Module 3.

**1 per student · BLUE TRACK**



### Vaccine Tracker Worksheets

Blue Track only. Distributed during Module 3, Lesson 7.

**1 per student · BLUE TRACK**



### 30-Day Leadership Challenge

Students take home. Print single-sided so there is room to write.

**1 per student · TAKE-HOME**



### Program Evaluation Forms

Anonymous. Distribute at close of session. Collect before participants leave.

**1 per student + 2 spares**



### Certificates of Completion

Optional. Full-Day Blue Track only. Sign before session.

**1 per student · OPTIONAL**

### ■ ■ Print Order Tip

Print large-format posters first (they take the most time). Then card sets on cardstock. Then standard worksheets and packets last. Use a paper trimmer rather than scissors for card sets — it is faster and the cuts are cleaner.

# 05 Materials Staging

How to organize and stage every item so you can facilitate without fumbling. Your setup should feel invisible to participants.

ITEM	STAGING LOCATION	WHEN DISTRIBUTED	TRACK	ACTION
Participant Packets	Face-down at each seat	On entry	ALL	Pre-placed
Ground Rules Poster	Wall — every seat visible	Before arrival	ALL	Post first
FRIES Consent Cafe Poster	Wall — covered until Mod 2	Module 2 start	ALL	Post covered
Relationship Sort Cards	Facilitator station, labeled	Module 2, L3	ALL	Pre-cut/bag
Consent Cafe Role-Play Cards	Facilitator station, labeled	Module 2, L4	ALL	Pre-cut/bag
3-Second Rule Cards	Facilitator station, labeled	Module 2, L5	ALL	Pre-cut/bag
Trusted Adults Wallet Cards	Facilitator station, stack	Module 2, L5	ALL	Heavy paper
MATCH Decision — Green	Labeled 'GREEN TRACK'	Module 4, L8	Green	Pre-cut/bag
MATCH Decision — Blue	Labeled 'BLUE TRACK'	Module 4, L8	Blue	Pre-cut/bag
Gear Check Cards	Blue Track stack	Module 3, L6	Blue	Wallet-size
WYD Scenario Cards	Blue Track stack	Module 3, L6	Blue	Pre-cut/bag
Vaccine Tracker Worksheets	Blue Track stack	Module 3, L7	Blue	Single-sided
30-Day Challenge Trackers	Module 4 stack	Module 4, L9	ALL	Take-home
Legacy Letter Paper+Envelopes	Full-Day only	Module 4, L9	Blue	Good paper
Resource Cards	Near exit — at close	Session close	ALL	Print extras
Evaluation Forms	Facilitator station	Final 10 min	ALL	Collect out

## ■ Facilitator Station Setup

Use a small table or cart adjacent to your seat — not behind a podium. Arrange materials in distribution order: what you hand out first goes on top. Label each stack or envelope clearly. A smooth handoff is invisible to participants; fumbling for materials breaks the room's energy.

# 06 Supply Checklist

Everything that is not a printed document. Check off each item as you pack it.

— ■ Writing Supplies	■ Room Management
■ Pens or pencils 2 per student	■ Flip chart / easel pad 1 pad
■ Flip chart markers (assorted colors) 1 set	■ Tape or tack for wall posters 1 roll
■ Dry erase markers (if whiteboard) Assorted	■ Name tags (first name / chosen name) 1 per student + extras
■ Sticky notes (medium, assorted colors) 2 pads	■ Timer (phone or physical) 1
■ Extra lined paper for Legacy Letters 2 sheets per student	■ Scissors (last-minute cutting) 1 per 4 students
	■ Envelopes for Legacy Letters 1 per student + spares

■ Wellness & Comfort	■ Technology
■ Tissues 2–3 boxes distributed	■ Laptop with slide deck loaded 1
■ Water / light refreshments As available	■ HDMI adapter / USB-C to HDMI 1 — always bring your own
■ Facilitator's own water bottle 1 — for you	■ Presentation clicker / remote 1
■ Spare phone charger / power bank 1	■ Mobile hotspot (backup WiFi) 1
	■ Speaker (background music, optional) Optional

■ Organization	■ Emergency Resources
■ Zip-lock bags for card sets (labeled) 1 per card set	■ Local resource cards (printed) 1 per student + extras
■ Binder clips or rubber bands for stacks Assorted	■ Crisis Text Line: HOME to 741741 Posted or on cards
■ Sign-in sheet (optional) 1	■ Trevor Project: 1-866-488-7386 Posted or on cards
■ Paper clips Small box	■ Org's mandated reporting contact In your notes

<h2 style="color: #00838f; margin: 0;">Room Set.</h2>	<h2 style="margin: 0;">Now Facilitate.</h2>	<p>The space is the container. You just built it.</p>
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