

Venue Walk Through

While you're teaching an OLLI class, you are "responsible" for the room in which it takes place. To maintain your aura of competence, here is the basic "walk through" you should do well before you teach your first class.

Lighting

Where are the light switches?

Which light(s) does each control?

Are there any that don't work?

Are there any lights that you can't control from that set of switches?

Which switches should be ON and which OFF for the best visibility during a PowerPoint presentation? Lecture? Discussion?

Will sunlight through the windows be an issue at the time of day you teach?

If so, are their blinds or curtains you can control?

Temperature

Where is the thermostat for the room?

Can you control it, or is it locked?

If it's locked, how do you arrange ahead of time to have it set for a comfortable temperature?

Noise

Will other events be going on at the venue during your class?

If so, can you close the doors to reduce outside noise?

Restrooms

Where are they? Your class will want to know

Furniture

Will it be set up the way you want it to be?

If not, can you move it to suit your needs?

Big Screen TV

If the room has one, where is its Power button? Or, more likely, where is the Remote you'll use to power it on?

If it can accept input from multiple sources—which is likely—how do you cycle among those sources?

Where is the port you'll plug your laptop or other device into?

Do you have a cable that will carry data from your laptop to that port on the TV?

- The TV will probably use HDMI, but VGA may be an option.

Data Projector & Screen

If the room has a data projector and screen rather than a Big Screen TV, how do you turn the data projector on? Off?

If it accepts multiple inputs, how do you cycle among them?

How do you know which one you'll be using?

How do you connect your laptop to it?

Do you have the necessary cable, or does the venue provide it?

Electrical outlets

Where is the closest available one to your laptop?

Does your laptop's cord reach that far?

- If not, bring an extension cord.

Wi-Fi

Does the venue have an available Wi-Fi network?

If so, what is its name? Password?

Emergencies

Who do you call or chase down at the venue in an emergency? (e.g. Student heart attack)

If **you** are calling 911, what is the address of your venue?