PRESENTATION SCHEDULE

Date	School Name & Address	Presentation Location	Time	Grade(s)	# of students	Laptop w/USB	Windows XP or Vista	Quicktime Player; RealPlayer; MS PowerPoint	Projector	Screen	Speakers	Building Coordinator's Name, Phone, E-mail
Monday	MacDonald Middle School	Auditorium	7:45am-8:45am	7, 8	268	✓	Windows XP	Quicktime, RealPlayer, MS PowerPoint	✓	✓	✓	Naomi Gadgets
9/17/2007	1601 Burcham Drive											(517) 555-0000
	East Lansing, MI 48823											ngadgets@emailaccount.com
	Sam Sosmart, Principal											
	(517) 555-5555											
Date	**School Name & Address**	**Presentation Location**	**Time**	**Grade(s)**	**# of students**	**Laptop w/USB**	**Windows XP or Vista**	**Quicktime Player; RealPlayer; MS PowerPoint**	**Projector**	**Screen**	**Speakers**	**Building Coordinator's Name, Phone, E-mail**
Monday	Marble Elementary	Media Center	9:15am-10:00am	4	60	✓	Windows XP	Quicktime, RealPlayer, MS PowerPoint	✓	✓	✓	Gene B. Techsavvy
9/17/2007	729 North Hagadorn Road	Media Center	10:15am-10:45am	3	57	✓	Windows XP	Quicktime, RealPlayer, MS PowerPoint	✓	✓	✓	(517) 555-0001
	East Lansing, MI 48823	Media Center	11:00am-11:30am	1	55	✓	Windows XP	Quicktime, RealPlayer, MS PowerPoint	✓	✓	✓	gtechsavvy@emailaccount.com
	Joe Leader, Principal	Media Center	12:45pm-1:15pm	K	40	✓	Windows XP	Quicktime, RealPlayer, MS PowerPoint	✓	✓	✓	
	(517) 555-6543	Media Center	1:25pm-1:55pm	K	35	✓	Windows XP	Quicktime, RealPlayer, MS PowerPoint	✓	✓	✓	
		Music Room	2:30pm-3:00pm	2	53	✓	Windows XP	Quicktime, RealPlayer, MS PowerPoint	✓	✓	✓	
Date	**School Name & Address**	**Presentation Location**	**Time**	**Grade(s)**	**# of students**	**Laptop w/USB**	**Windows XP or Vista**	**Quicktime Player; RealPlayer; MS PowerPoint**	**Projector**	**Screen**	**Speakers**	**Building Coordinator's Name, Phone, E-mail**
Tuesday	Red Cedar Elementary	Multipurpose Room	8:45am-9:15am	2	59	✓	Windows XP	Quicktime, RealPlayer, MS PowerPoint	✓	✓	✓	Barry Putersmart
9/18/2007	1110 Narcissus	Multipurpose Room	9:25am-9:55am	3	68	✓	Windows XP	Quicktime, RealPlayer, MS PowerPoint	✓	✓	✓	(517) 555-0002
	East Lansing, MI 48823	Multipurpose Room	10:05am-10:35am	1	62	✓	Windows XP	Quicktime, RealPlayer, MS PowerPoint	✓	✓	✓	bputersmart@emailaccount.com
	Jane Shephard, Principal	Multipurpose Room	10:45am-11:15am	K	55	✓	Windows XP	Quicktime, RealPlayer, MS PowerPoint	✓	✓	✓	
	(517) 555-4567	Team Room	11:25am-12:00pm	4	70	✓	Windows XP	Quicktime, RealPlayer, MS PowerPoint	✓	✓	✓	
Date	**School Name & Address**	**Presentation Location**	**Time**	**Grade(s)**	**# of students**	**Laptop w/USB**	**Windows XP or Vista**	**Quicktime Player; RealPlayer; MS PowerPoint**	**Projector**	**Screen**	**Speakers**	**Building Coordinator's Name, Phone, E-mail**
Tuesday	Glencairn Elementary	Library	1:15pm-2:15pm	6	120	✓	Windows XP	Quicktime, RealPlayer, MS PowerPoint	✓	✓	✓	Rich "Speedy" Mouseclicker
9/18/2007	939 North Harrison Road	Library	2:25pm-3:25pm	5	108	✓	Windows XP	Quicktime, RealPlayer, MS PowerPoint	✓	✓	✓	(517) 555-0003
	East Lansing, MI 48823											rmouseclicker@emailaccount.com
	Pat Guardian, Principal											
	(517) 555-1234											
Date	**School Name & Address**	**Presentation Location**	**Time**	**Grade(s)**	**# of students**	**Laptop w/USB**	**Windows XP or Vista**	**Quicktime Player; RealPlayer; MS PowerPoint**	**Projector**	**Screen**	**Speakers**	**Building Coordinator's Name, Phone, E-mail**

SAMPLE

District Coordinator Name and Contact Information: _____