

Talking Books Camp: Preparation Checklist

Equipment Booking:

- Site location
- 10 laptops
- 10 mice
- 10 microphones
- Power cords, power bars
- CD with photos and sounds (one for each participant)

Participant Notification:

- Email Camp information flyer
- Email registration form

Printing/Copying:

- Lesson Plan
- Outline/Agenda
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Purchasing:

- Snacks
- Juice
- Coffee
- Small Prizes