To ensure a successful session of The LeaderShape Institute, we strongly recommend dates are selected and a site is confirmed **nine to twelve months prior to your session**.

With regard to site selection, your organization is responsible for:

- selecting and securing a facility (which includes access to a low-ropes teams course) for The LeaderShape Institute,
- paying all costs associated with the use of this facility, and
- providing this site information to LeaderShape.

From time to time partners ask if they can conduct their session in their own facilities. We **require** the Institute be held away from participants' regular, daily environment at a site which provides minimal distractions. Unfamiliar surroundings help to create an immersion experience and a powerful learning environment for participants.

Selecting a site can be very time intensive, so be sure to allow yourself and the Planning Team plenty of time to research, visit and compare multiple sites. We may also be able to provide information on sites in your area that are used by other partners.

On the following following page is a chart of room/space needs for The LeaderShape Institute.

Conducting a Site Visit

You will want to visit your site to finalized details. Your LeaderShape liaison is available to assist you in developing a full list of considerations for your site visit.

Some questions to ask about your site include:

- Are there enough rooms and bathrooms to accommodate Faculty and particpants?
- Are accomodations handicapped accessible?
- Are there guidelines from the site as you prepare to do room assignments?
    - Can the site's dining options accommodate the scheduled meal times in the curriculum?
    - Will the Learning Community and Family Cluster rooms be set up appropriately by the facility's staff?
    - Will all rooms be set up available for the entire 6 days?
    - For the Learning Community room, will the site supply a TV, DVD/VCR player, LCD projector, computer, screen, 2 flip charts and 2 easels?
    - Will there be enough comfortable chairs in the Learning Community room?
    - Will the Family Cluster rooms afford privacy?
    - Will the site provide tables, chairs, flip charts, and easels for each Family Cluster room?
    - Is there a designated room for the Faculty? Does it have a table chairs, and an easel? Can the Faculty room be locked?

LeaderShape®

A not-for-profit organization committed to developing young adults to lead with integrity.

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Rooms Needed For The Leadershape Institute

Space	Size	Set Up	Setting	Stuff	Special Considerations
Learning Community Room	Large enough to accommodate every participant and faculty member	Movable chairs, set up that can be adjusted during the session, 1 chair per participant and faculty member	Centrally located for easy access	• TV • VCR/DVD Player • LCD projector • 2 dry erase or chalk boards • 2 flip chart pads • 2 easels • Tape/CD player	The Learning Community should NOT be the same room as the dining room, nor should it be used for a Family Cluster meeting space
Family Cluster Rooms	1 smaller private room for each Family Cluster	1 large table and chairs to accommodate every participant	Close proximity to the Learning Community, because of the tight schedule	Each room should have: • 1 flip chart pad • 1 easel • Markers for each participant	Check to make sure that during your session Cluster rooms are fully stocked with flip chart paper and markers
Faculty Meeting Room	1 smaller private room for Faculty Meetings	1 large table and comfortable chairs to accommodate every faculty member	Close proximity to the Learning Community	• 1 easel • 1 flip chart pad • Markers	Be sure this room can be locked because all supplies should be kept in here
Participant Sleeping Rooms	Participants should share rooms with one another	You may choose to randomly assign participants to rooms	If other groups are using the facility, it is best that all participants are assigned to one area		Be mindful of accessibility issues of participants and faculty members with disabilities
Faculty Sleeping Rooms	1 single room with a private bath for each facilitator	Try to select rooms to maximize quiet and privacy	Try to select rooms to maximize quiet and privacy		

It will be helpful for updating the database and printing the Commencement Programs if the facility has internet access available to the On-Site Coordinator. If the facility does not have access, the Program Coordinator and the On-Site Coordinator will need to determine an alternate way of updating information during the session.