

2024 PCNI Power of PFLAG Conference Setup Guidelines

**Only Use Painter's
Tape on Walls**

Arbor Room

Tablecloth – for AV Table

Posters (blue)

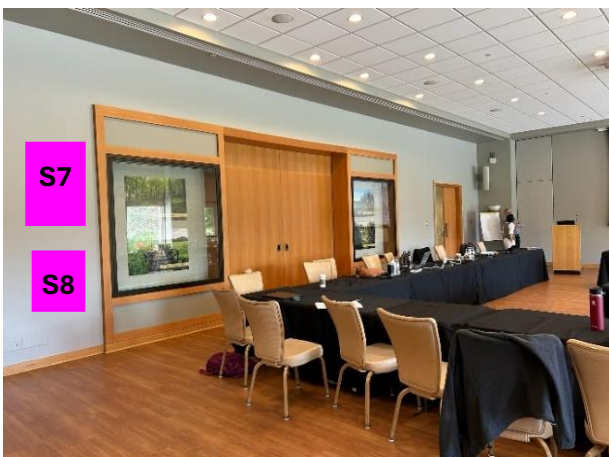
- P1-P4 on walls between windows
 - o P1 – Harvey Milk No Compromise
 - o P2 – Audre Lorde – Not Our Differences
 - o P3 – Teju Abiola
 - o P4 – Jason Collins
- P5 – Conference Logo – one side of screen at front of room on painted part of wall

Signs (pink) – Don't have specific placement, just in places where people will see them like by the doors

- S7 – Membership (2)
- S8 – Donations (2)
- S19 – Sessions Schedule (2)
- Conference Schedule (2)
- Zazzle (2)
- #powerofpflag2024 (2)
- S9 – Reserved Seats

Message board

- Attach printed foam core board to rolling white board with Binger Clips
- Markers for message board
- After registration message board will be moved to front hall by the wings.



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Registration Area

Wings – Photo Spot

- Place guide (board with painter's tape) on top of top molding of window. Make off center to the right a couple of inches (compensates for fabric not hanging straight)
- Loop on suction cup for attaching things to pointing up.
- Board attached to top of wings sits behind the loops.
- Check for leaves that need to be straightened or glued (hot glue gun)
- Hang board with PFLAG shirt on front of wings using safety pin (only during registration)

Posters (blue)

- P7 – Barbara Gittings

Signs (pink)

- S1 – S3 – Registration Signs – hang behind and above tables
- S4 – Photo Spot – on wall beside wings
- S5 – Zazzle Store Sign – Hang beside wings
- S7 - #powerofpflag2024

Tables – tablecloths for tables

- T1 – Information and buttons table – set up buttons and put out brochures
- T2 – T4 – Registration – lay name tags out on correct table in alphabetical order
- T1 – section for day of registrations on left end of table
 - o Laminated QR code registration sheet
 - o Blank name tags
 - o Markers
 - o Pens
- Attendee bags behind table
- After morning registration, Tables 3 & 4 will be taken down to make way for wings and message board.



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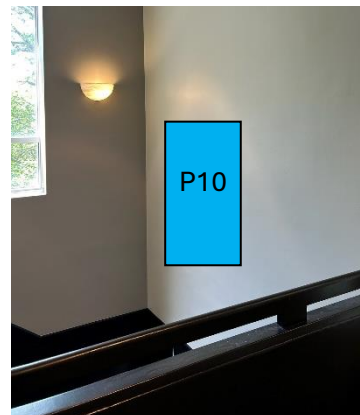
Upper Hallway

Posters (blue)

- P8 – Barack Obama – Outside Founder's Room
- P9 – Harvey Milk Hope, in stairwell
- P10 – Oscar Wilde – In stairwell

Signs (pink) – not all signs have a specific location, use your best judgement

- S7/S8 (membership/Donations) (2)
 - o Above water fountain
 - o Wall to right of registration
- S10 Exhibitor/Food with “up” arrow – on wall by floorplan
- S12 Classrooms/Gallery with “up” arrow – on wall across the hall from floor plan
- S13 Classrooms/Gallery with “down-right” arrow – at top of stairs
- S14 Classrooms/Gallery with “down-left” arrow – at top of stairs
- S16 – Arbor room with “up” arrow – at top of stairs
- S19 – Sessions Schedule (2)
- Conference Schedule (2) (by sessions schedule)
- Zazzle
- #powerofpflag2024



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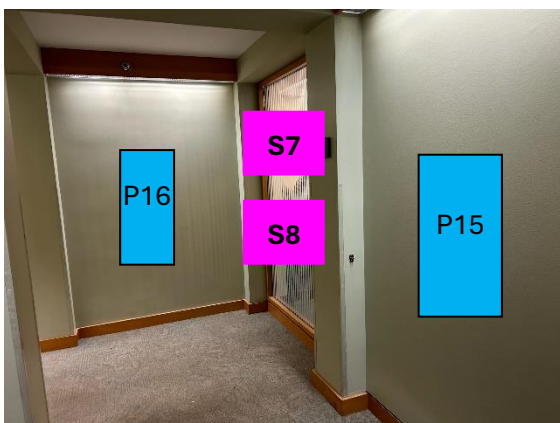
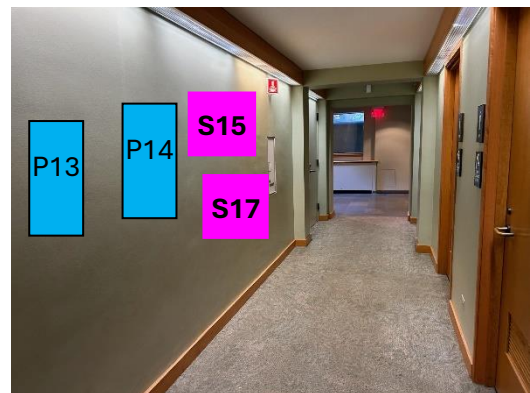
Lower Hallway

Posters (blue)

- P12 – James Baldwin – wall by elevator
- P13 – Chaz Bono & P14 – RuPaul – across from bathrooms
- P15 – Ailyn Sierpe & P16 – Brene Brown – in hallway

Signs (pink), not all signs have a specific location, use your best judgement

- S7 & S8 (membership & donations) (2)
 - o Above water fountain
 - o In hallway
- S10 & S16 (Exhibitor/Food & Arbor with “up” arrow) (2)
 - o By door leading to stairs
 - o On wall in gallery leading to hallway
- S12 – Classroom/Gallery with “up” arrow – by door leading into hallway
- S19 – Sessions Schedule – on wall by elevator
- Conference Schedule – by sessions schedule
- S15 – Classrooms/gallery with “left” arrow – across from bathrooms
- S17 – Arbor with “right” arrow - across from bathrooms
- Zazzle
- #powerofpflag2024



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Classrooms

Posters (blue)

- P17 - Lady Gaga – Classroom B – on bulletin board at front of room
- P18 – Bayard Rustin – Classroom C – on bulletin board at front of room
- P19 – Anais Nin – Classroom D – on bulletin board at front of room
- P20 – Classroom E – On pillar as you enter room
- P21 – Jessica Nastal-Dema – In Gallery at front of room

Signs (pink)

- S7 & S8 (Membership & Donations) – on pillar in middle of gallery
- S19 – Sessions Schedule – on pillar in middle of gallery
- Conference Schedule – by sessions schedule
- S18 – Classroom E with “up” arrow – on wall leading to classroom
- Zazzle – on pillar
- #powerofpflag2024 – on pillar
- S? – Session Descriptions - refer to Sessions Schedule sign to put in correct rooms
 - o Classrooms B, C, D & E – just inside the door to classroom
 - o Gallery – on wall near the front of the room

