

Screening Overview

Setting Up Your Site

The tent, tables and chairs should have been delivered to your site when you go to set up on the day of your event. Arrange the set-up time with the local Special Olympics coordinator based on when the site will be available to you, and when your event is scheduled to start. Allow at least 3-4 hours for set up with 4 or more people to help.

One of the most frequently used designs is to arrange the stations so that the flow is in a circled direction. This way, the electrical outlets can be put around the perimeter and the athletes can be directed in a continuous circle. See sample site layout below representing a typical OE venue for 3-4 screening days and 1000 screenings in total.

