Seating diagram (This is an ideal setup; your space may require a different arrangement.)

MERCHANDISE STATION

Put a table, chair, and trash at back of space for books, etc.

If two grades are attending it's best to seat one grade on one side of the aisle and another grade on the other side; that way you don't have to worry about leaving space for the younger students if the older classes show up first! If you leave a 3-4' aisle, I'll use it. If you're pressed for space, I can do without it.

I usually prefer the students seated on the floor, rather than on chairs or benches. It saves space and allows everyone to see as well as possible.

I've found it's usually best to seat pre-K along the side rather than in the front row. They can get restless or overwhelmed by this wild man (me) in front of them!

PROJECTOR

I have my own and normally do not use a cart.

Setting up on the narrow end allows maximum space for the audience if we're limited for space. The first row is usually about 8-10' from the wall behind me. I'm on my feet the whole time so everyone gets a good view. I usually prefer to perform on the floor with the kids rather than up on a stage but, if an audience is above about 300, I'll probably use the stage if there is one.

SCREEN HERE (I have a large screen that I can provide)

One more insider's tip: try to make sure the kids seated "front-row-center" are your BEST students.