

ALLAIN LIBRARY LAYOUT:

Title: _____
Date: _____
Start Time: _____
End Time: _____
Est. # Attending: _____

ROOM LAYOUT CHECKLIST:

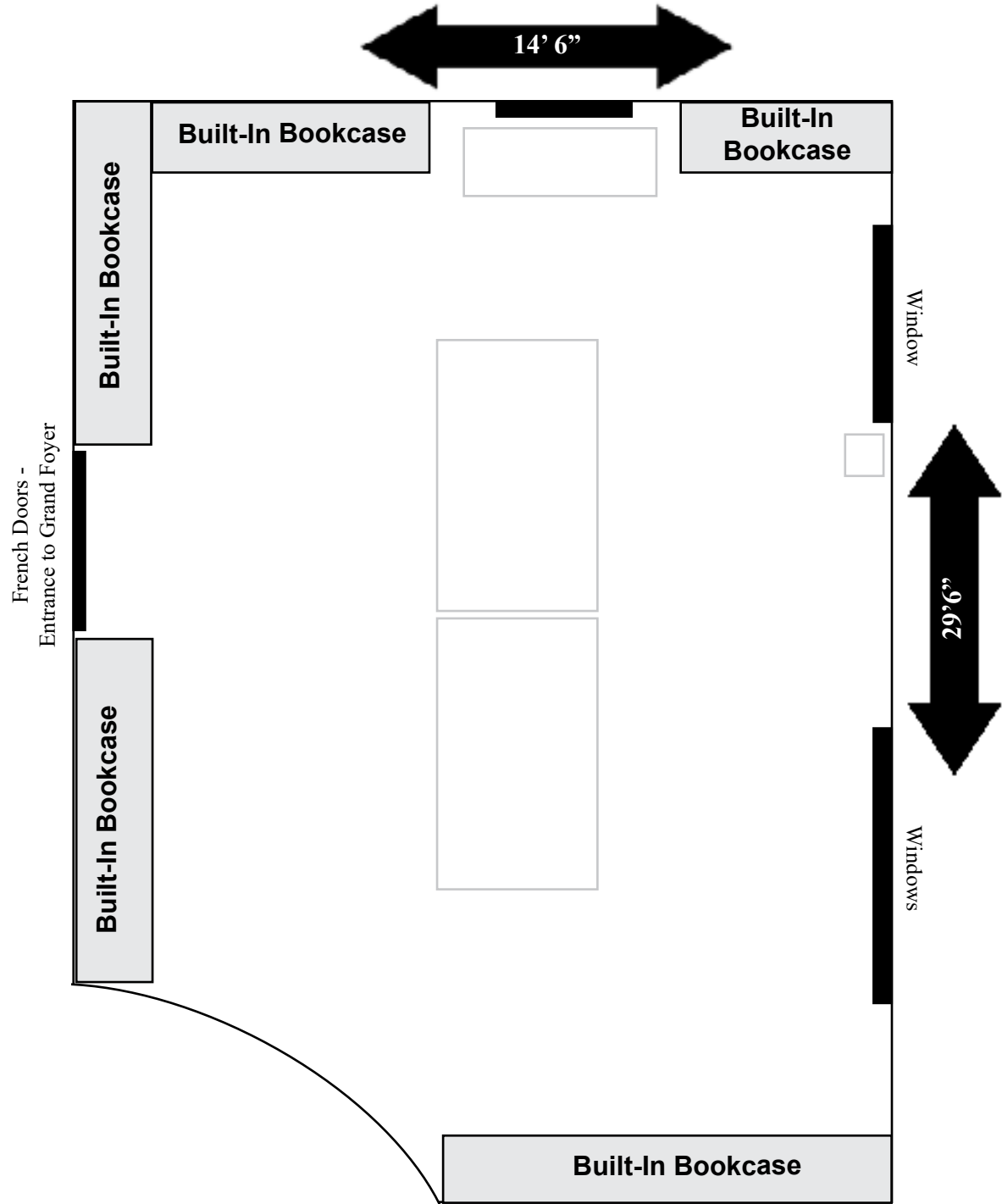
SET UP:

_____ Head/Presentation (6' or 8')
_____ Food Table(s) (6' or 8')
_____ Theatre style
_____ Bar

AV NEEDS:

Microphone (lapel, handheld wireless or wired mic)
 Podium (tabletop or standing)

BAH Use Only:



* Please sketch the desired room layout in the area above.