

TREAT GRAND FOYER/ROTUNDA LAYOUT:

Title: _____

Date: _____

Start Time: _____

End Time: _____

Est. # Attending: _____

ROOM LAYOUT CHECKLIST:

SET UP:

_____ Head/Presentation Table 6' or 8')

_____ Food Table(s) (banquet)

_____ Food Table(s) (round)

_____ Theatre style

_____ Bar

AV NEEDS:

Microphone (lapel, handheld wireless or wired mic)

Podium (tabletop or standing)

BAH Use Only:

