

# ALLAIN LIBRARY LAYOUT:

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Est. # Attending: \_\_\_\_\_

## ROOM LAYOUT CHECKLIST:

### SET UP:

\_\_\_\_\_ Head/Presentation (6' or 8')

\_\_\_\_\_ Food Table(s) (banquet)

\_\_\_\_\_ Additional Chairs

\_\_\_\_\_ Bar

### AV NEEDS:

Microphone (lapel, handheld wireless or wired mic)

Podium (tabletop or standing)

BAH Use Only:

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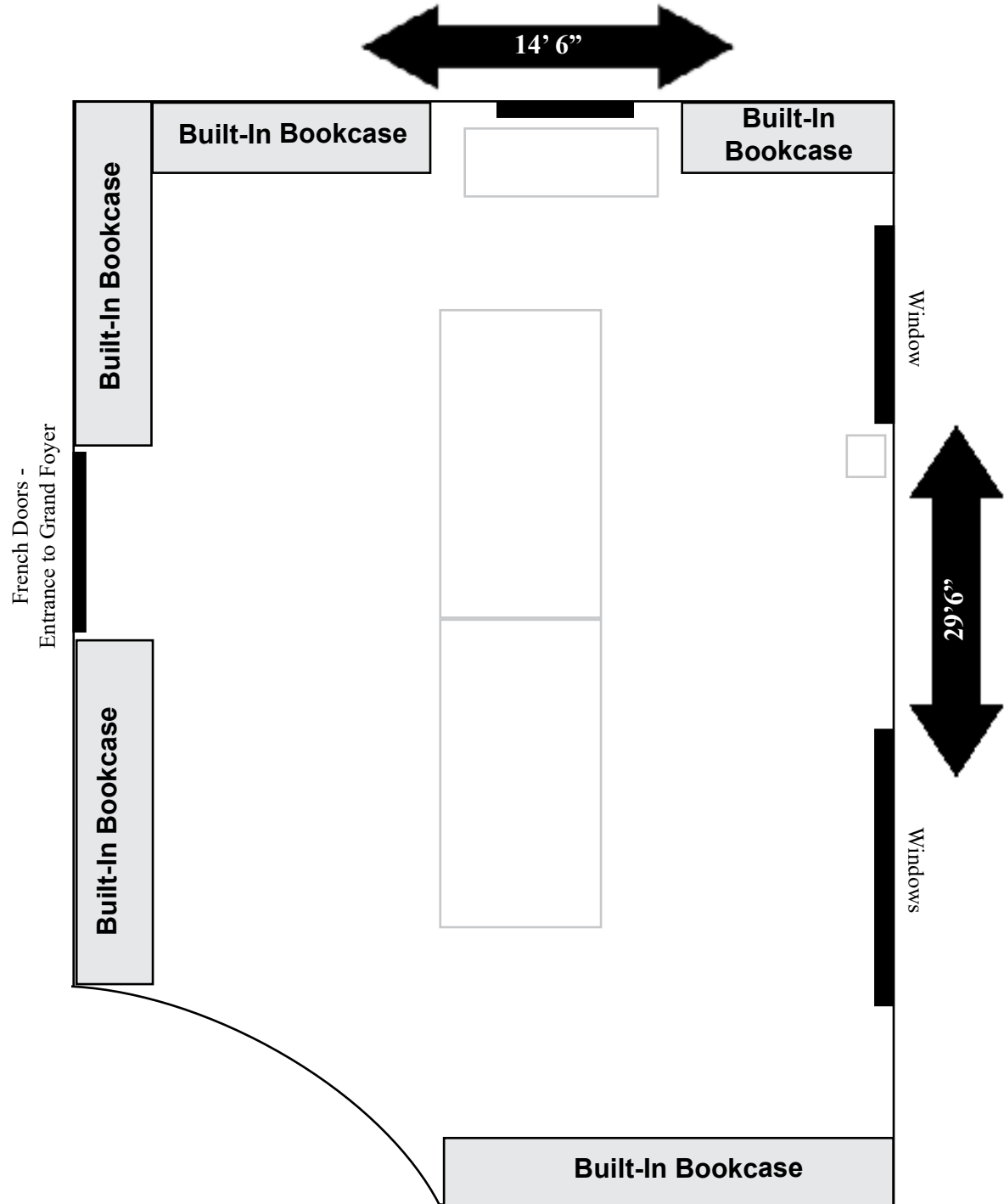
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\* Please sketch the desired room layout in the area above.