

# BANGOR SAVINGS BANK GRAND RECEPTION AREA LAYOUT:

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

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

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

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

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

## ROOM LAYOUT CHECKLIST:

### SET UP:

- \_\_\_\_\_ Food Table(s) (round)
- \_\_\_\_\_ Food Table(s) (banquet)
- \_\_\_\_\_ Theatre style
- \_\_\_\_\_ Bar
- \_\_\_\_\_ Hightop Tables (\$5 each rental fee)

### AV NEEDS:

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

BAH Use Only:

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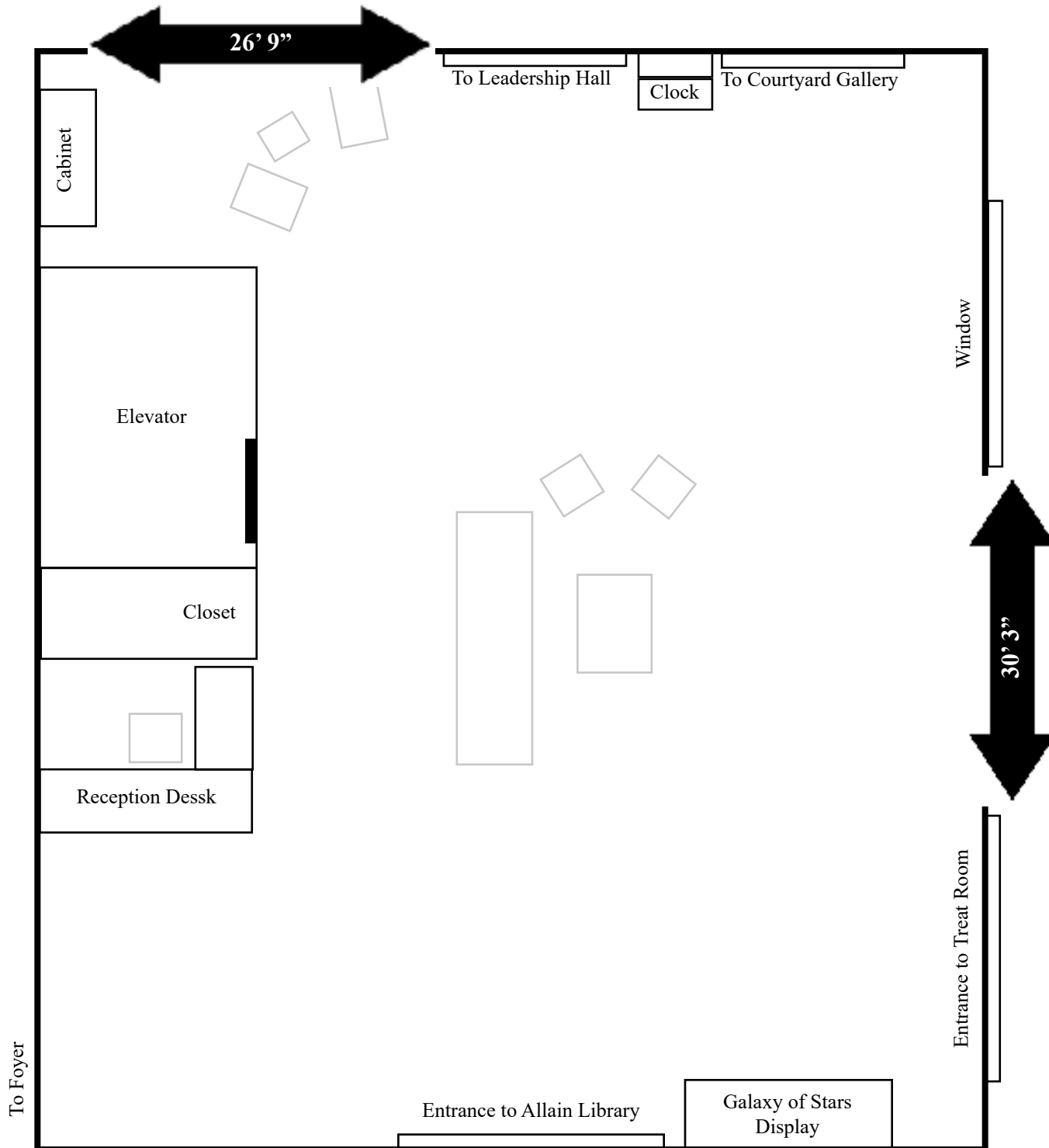
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**\* Please sketch the desired room layout in the area above.**