

**ANDREWS LEADERSHIP HALL &
COURTYARD GALLERY/TIMELINE
LAYOUT:**

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

ROOM LAYOUT CHECKLIST:

SET UP:

_____ Head/Presentation Table 6' or 8')
 _____ Food Table(s) (round)
 _____ Food Table(s) (banquet)
 _____ Theatre style
 _____ Bar
 _____ Hightop Tables (\$5 each rental fee)
 _____ Other _____

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 below.**

