

'43 MUSIC PARLOR LAYOUT:

* Please sketch the desired room layout in the area below

Title: _____

Date: _____

Start Time: _____

End Time: _____

Est. # Attending: _____

ROOM LAYOUT CHECKLIST:

SET UP:

_____ Food Table(s)

_____ Bar

AV NEEDS:

Microphone (lapel, handheld wireless or wired mic)

Screen

Podium (tabletop or standing)

BAH Use Only:

