

# 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)

\_\_\_\_\_ Other \_\_\_\_\_

\_\_\_\_\_ Bar

#### AV NEEDS:

Microphone (lapel, handheld wireless or wired mic)

Podium (tabletop or standing)

BAH Use Only:

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