

# McINTIRE ROOM LAYOUT:

**\* Please sketch the desired room layout in the space below.**

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

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

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

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

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

## ROOM LAYOUT CHECKLIST:

### TABLES

- \_\_\_\_\_ Registration/Materials (6' or 8')
- \_\_\_\_\_ Head/Presentation (6' or 8')
- \_\_\_\_\_ Guest Seating (Rounds of up to 8)
- \_\_\_\_\_ Open Square/Board Style
- \_\_\_\_\_ Food Table(s) (banquet)
- \_\_\_\_\_ Food Table(s) (round)
- \_\_\_\_\_ Theatre Style
- \_\_\_\_\_ Bar
- \_\_\_\_\_ Hightop Tables (\$5 each rental fee)

### AV NEEDS

- LCD/SCREEN/AV TABLE
- TV/VCR/DVD
- Microphone (handheld wireless, lapel, or wired)
- Podium (tabletop or standing)

BAH Use Only:

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