

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

AV NEEDS

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

BAH Use Only:

