

# '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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

