

# LEADERSHIP HALL LAYOUT:

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

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

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

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

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

Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

**Room Layout (Checklist):**

- Registration Table (6 or 8 ft.?)
- Materials Table (6 or 8 ft.?)
- Head/Presentation Table (6 or 8 ft.?)
- Guest Seating (Rounds seat up to 7)
- Catering/Buffer Tables (6 or 8 ft)
- Microphone (Lapel, gooseneck, stand)
- Podium (Order directly at 581-2637)

BAH Use Only:


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

