

# McINTIRE ROOM LAYOUT:

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

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)
- LCD Projector (Laptop not provided)
- TV/VCR/DCD Player
- Microphone (Lapel, gooseneck, stand)
- Podium (Order directly at 581-2637)

BAH Use Only:

---



---



---



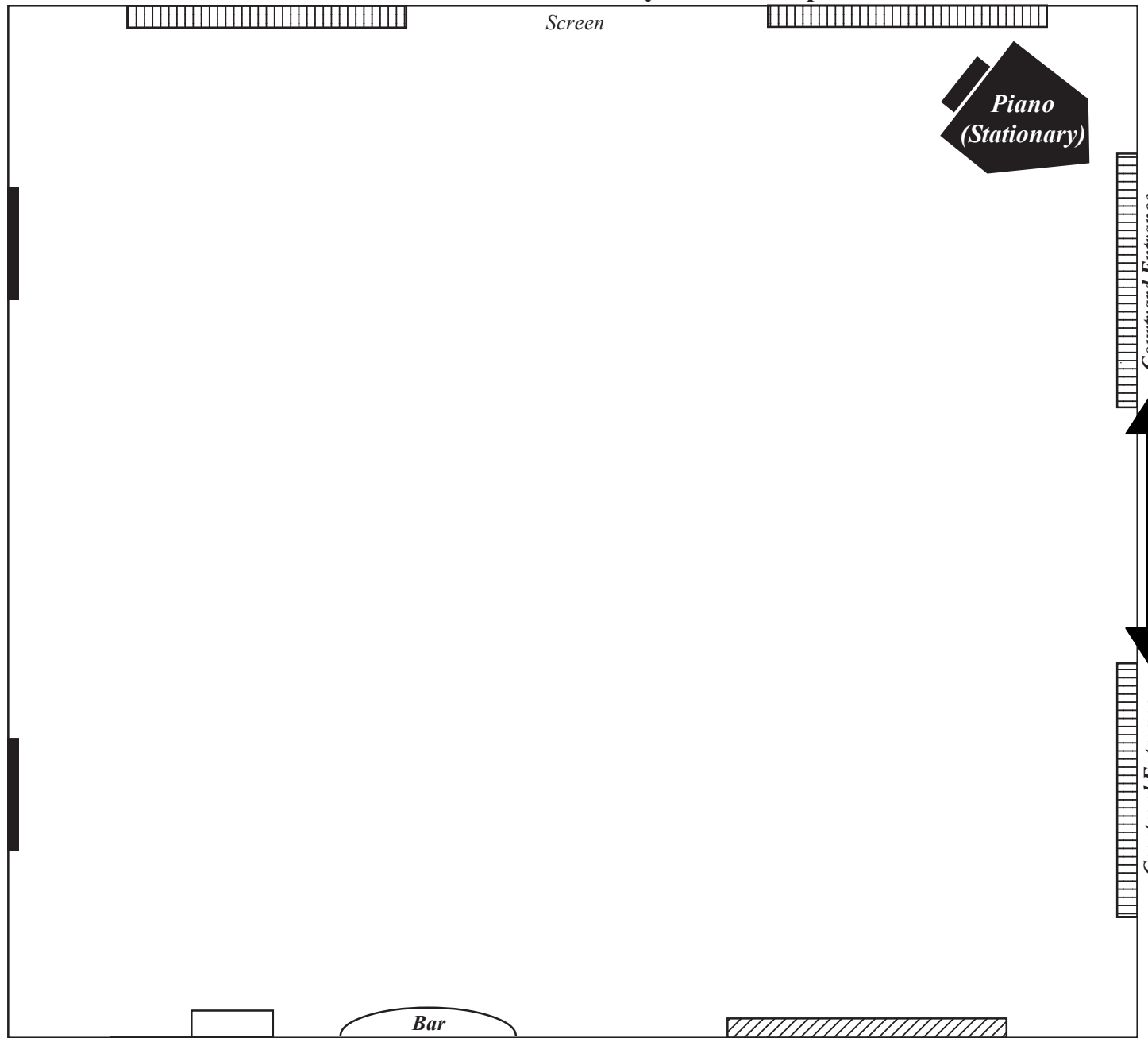
---



---



---



 = Window  
 = French Door, opening to covered porch