

OAK ROOM SET UP SHEET

Event Date: _____

(Room Dimensions: 50' x 31' – 1,736 sq. ft., 70-120 person capacity)

It is important for you to keep the following in mind when planning the timing of your event: You will not be allowed access into the rental space prior to the start time of your rental period. You are expected to have the space cleaned and all guests out by the end time of your contract. If you need additional time for room preparation, your options are: to change the timing of your event, or rent additional time if it is available.

_____ Arrival Time: Departure: _____

Event Name: _____

The Oak Room has a built 8' slide screen on the West end of the room.

The following equipment options are provided free of charge. Check all that you would like to have in your room upon your arrival.

- _____ Number of Chairs
- _____ Number of 6' x 30" Tables (seats six people – three per side)
- _____ Number of 6' x 18" Tables (seats three people)
- _____ Number of 5' (60" in Diameter) Round Tables (seats eight people)
- _____ Podium (one per room)
- _____ Microphone (one per room)
- _____ Easel (one per room, paper and markers are not provided)
- _____ Slide Projector (one per room – carousel is not provided)
- _____ Overhead Projector (one per room)
- _____ VCR with Monitor (one per room)

Draw a diagram indicating placement of chairs, table(s) and equipment.

