

OAK & WILLOW ROOM SET UP SHEET

(Room Dimensions: 106 x 31', 3,286 Sq. Ft./120 - 250 persons)

Event Date: _____

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 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") Round Tables (seats 8 people) Max. 32 tables
- _____ Podium (one per room)
- _____ Microphone (one)
- _____ Easel (one per room, paper and markers are not provided)
- _____ Slide Screen (6')
- _____ Slide Projector (one per room – carousel is not provided)
- _____ Overhead Projector (one per room)
- _____ VCR with Monitor (one per room)
- _____ Dance Floor (additional \$220.00 full/\$160.00 ½)

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

