

WALSH ROOM SET UP SHEET

(Room Dimensions: 30' x 25', 750 Sq. Ft/20-40 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 into the rental space before the time you have rented and you must have the space cleaned and all guests out by the ending 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 Walsh Room has a built-in 6' slide screen.

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)
- _____ Podium (one per room)
- _____ VCR and Monitor (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)

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

