

# WILLOW ROOM SET UP SHEET

(Dimensions: 56 x 31'/1,736 Sq. Ft/70-120 capacity)

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, you may opt to change the timing of your event or rent additional time if it is available.

\_\_\_\_\_ Arrival Time:                      Departure: \_\_\_\_\_

Event Name: \_\_\_\_\_

The Willow Room has a built-in 8' slide screen on the East 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.

