

EVENT PLANNING WORKSHEET AND REQUESTS

REQUESTED BY: _____

Room set up features:

- Classroom Style
- Theater Style
- 'U' Shape
- Square Style
- Banquet Style
- As Is
- Other: _____

Please draw a brief diagram of room set up and features requested

Please list approximate number of chairs and tables needed

- Chairs: _____
- Table (Round – 8 person): _____
- Table (Rectangle – 6 person): _____
- Registration Table: _____

Audio/Visual Equipment Requested

- Podium
- Podium with Mounted Microphone
- Lavalier Microphone
- Overhead Projector/Cart
- Data Projector/Cart
- Screen
- Easel(s)
- TV/VCR
- CD Player
- Public Address System
- Cassette Player/DVD Player
- Sound*
- Lights:
- House Lighting*
- Customized Stage Lighting*
- Stage Lighting*
- Other (Please be specific): _____

* Indicates equipment requires technician to operate.

PLEASE FAX, EMAIL OR MAIL TO JAN COUTURE
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