

Day:

Date:



Meeting Room Set Up Form

Requires Tech:

Program Name:

Presenter:

Date of Program:

Time program begins:

Time program ends:

Equipment Needed:

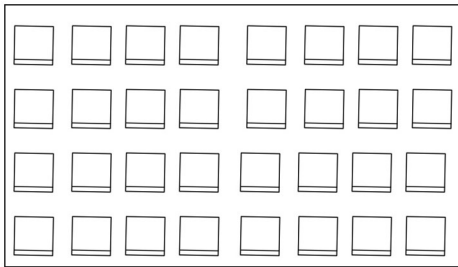
AV/Sound
Microphone
Extension Cord/
Surge Protectors

Room:

Lincoln Room
Classroom
Storytime Room
Thinkspace

Quiet Study Room
Lobby
Outside
Offsite

SCREEN

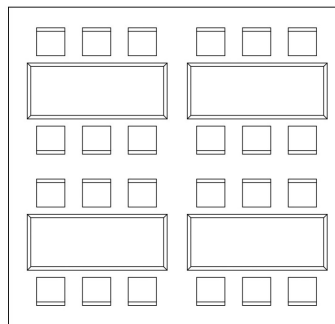


Auditorium Style

Tables:

Chairs:

SCREEN

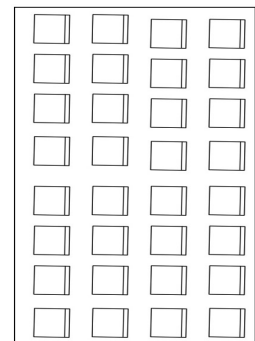


Banquet Style

Tables:

Chairs:

SCREEN

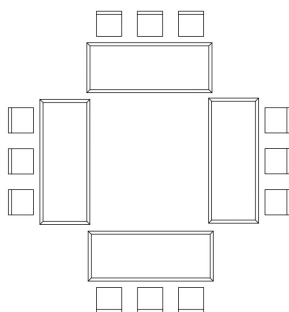


Horseshoe Style

Tables:

Chairs:

SCREEN

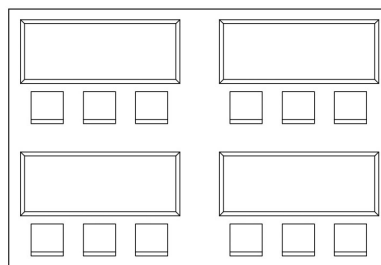


Committee Style

Tables:

Chairs:

SCREEN



Seminar Style

Tables:

Chairs:

Staff leading program:

Staff assisting program:

Enter in Library Market

No Set-Up

Special Instructions



Special Set Up Instructions

Comments: