

Audiovisual and Room Set-Up Checklist

Audiovisual Equipment:

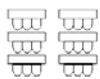
We will provide you with a LCD projector and screen. Please list any other equipment that you are planning to use.

1. _____
2. _____
3. _____

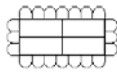
Room Set-up:

Indicate preferred room set-up (circle your selection):

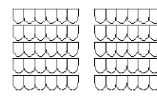
Note: We will do our best to arrange the room accordingly but if quick turnaround time is a factor we will have to use existing set-up.



Classroom Style



Boardroom Style



Theater



Hollow Square



U-Shape



Chairs in a Circle

B

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