

MEETING/BANQUET ROOM SETUP FORM

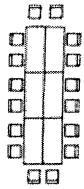


*Please complete one form per function
Please fax back to the Catering Department at (415) 923-5079
Please return this form at least 4 weeks prior to your function date*

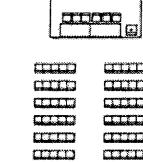
Date & Time of Event: _____
Event Posted as: _____

Please choose your room setup and indicate for how many persons

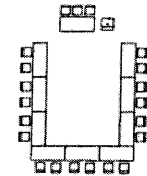
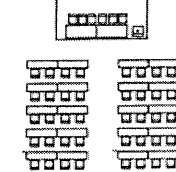
Conference for
_____ ppl



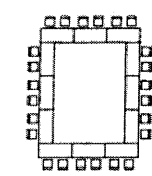
Theater for
_____ ppl



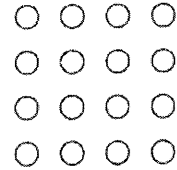
Classroom for
_____ ppl



U-shape for
_____ ppl



Hollow square
for _____ ppl



Rounds for
_____ ppl

Cocktail Seating

_____ ppl

Water stations are used for multi-room sets or sets of more than 100 people.
Additional labor charges may apply for labor-intensive room sets.
All meeting rooms and foyers are set as non-smoking.

◆◆◆◆◆ Caution: All room setups do not fit in all function rooms ◆◆◆◆◆

Please check all that apply:

- | | |
|--|--------------------------------------|
| _____ Headtable for # _____ people | _____ Registration Table w/ 2 chairs |
| _____ Lectern Standing _____ Tabletop _____ | _____ Inside _____ Outside _____ |
| _____ Spotlight on speaker (current charges apply) | _____ Message Board |
| _____ Card table skirted and draped | _____ Easel(s) How many? _____ |
| _____ 6' Display table How many? _____ | _____ Banner/signs to be hung |
| _____ Wastebasket(s) How many? _____ | (to be charged at current rates) |

AUDIO VISUAL ◆ MICROPHONES ◆ COMMUNICATIONS ◆ POWER

**Please refer to your hotel contact for applicable charges and/or price lists*

- | | | |
|--------------------------------|----------------------------------|--------------------------------|
| _____ Lectern microphone (mic) | _____ Overhead projector, screen | _____ Outside Line(s) #? _____ |
| _____ Aisle/Standing mic(s) | _____ Hi-intensity overhead | _____ Fax line(s) |
| _____ Tabletop mic(s) | _____ 35mm slide projector, | _____ Modem line(s) |
| _____ Lavalier mic(s) | _____ cart, and screen | _____ House phone(s) |
| _____ Wireless lavalier mic(s) | _____ VHS VCR, monitor, cart | _____ Speakerphone |
| _____ Wireless Handheld mic(s) | _____ Flipchart(s) #? _____ | _____ Quadbox/extension cord |
| _____ Tape Deck: Playback | _____ LCD color panel | _____ Power supply for: |
| _____ Tape Deck: Recording | _____ LCD color projector | (e.g., copier, computers) |
| _____ CD Player | _____ Laser pointer | |
| _____ Sound tie(s) | | |

Mixers are additional.

Signature _____ Organization/Company Name _____ Date _____