



Date(s) of Function: _____

Event Name: _____ Number of Attendees: _____

Registration/Check-In Time: _____ Event Start Time: _____ Event End Time: _____

CONFERENCE ROOM A or B SETUP (Seating for _____ see attached floor plan)

- | | | |
|---|--|---|
| <input type="checkbox"/> Classroom | <input type="checkbox"/> Theater w/ Center Aisle | <input type="checkbox"/> Theater w/o Center Aisle |
| <input type="checkbox"/> Banquet (Square) | <input type="checkbox"/> Conference | <input type="checkbox"/> U-Shape Conference |
| <input type="checkbox"/> Banquet (Round) | <input type="checkbox"/> Empty | <input type="checkbox"/> Other |

FURNITURE AND EQUIPMENT:

- | | | | | |
|--|---|------------|---|------------|
| <input type="checkbox"/> Podium | <input type="checkbox"/> Panel Table(s) | Qty | <input type="checkbox"/> Dry Erase Easel(s) | Qty |
| <input type="checkbox"/> Stage | <input type="checkbox"/> Panel Chair(s) | _____ | <input type="checkbox"/> Display Easel(s) | _____ |
| <input type="checkbox"/> Table by podium | <input type="checkbox"/> Food & Beverage Table(s) | _____ | <input type="checkbox"/> Dry Erase Markers | |

WEINBERG FOYER SETUP (see attached floor plan)

- | | | | | |
|---|------------|---|------------|---------------------------------|
| <input type="checkbox"/> Registration Table(s) | Qty | <input type="checkbox"/> Display Table(s) | Qty | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Chair(s) | _____ | <input type="checkbox"/> Display Easel(s) | _____ | |
| <input type="checkbox"/> Food & Beverage Table(s) | _____ | <input type="checkbox"/> BRIA Logo Linen(s) | _____ | |

Indicate audio and video needs for lobby in AV section below.

AUDIO VIDEO SETUP

***NOTE:** Electronic presentation files are **DUE 5 days** prior to the event so they can be downloaded on the Tablet. Email files to support@keystonecorp.com. Presenters should also bring their electronic files on a thumb drive the day of the event too.

AV SETUP (Select A or B, check all equipment needed plus any accessories)

A) **Audio ONLY**

- Podium Mic
- Lavalier Mic (Qty ___)
- Wireless Mic (Qty ___)
- Music

B) **Audio & Video**

- Podium Mic
- Lavalier Mic (Qty ___)
- Wireless Mic (Qty ___)
- Projector
- Video Screen
- Wall TV Monitor
- BluRay/DVD Player

C) **Accessories**

- Laser Pointer
- Laptop
- Foyer TV Monitor (Display ONLY)
- Foyer Speakers (Sound or Music)
- Terrace Speakers (Sound or Music)
- Conference Phone Line
- IT Staff Support during event

Event Details:

CONTRACTED VENDORS and SERVICES (Check all that apply to the event.)

	Company Name	Contact	Phone	Notes
<input type="checkbox"/> Caterer	Del's Catering	Del Stevens	216-780-0723	
<input type="checkbox"/> Caterer	Executive Caterers	Emily Hinde	440-449-0700	
<input type="checkbox"/> Caterer	Food For Thought	Daina Butkus	440-946-0383	
<input type="checkbox"/> Event Rentals	EventSource	Sherri Schultz	216-901-0000	
<input type="checkbox"/> Florist	Selgin's Florist		216-791-8900	
<input type="checkbox"/> Livery	Cleveland Auto Livery Limousine	Rob Yuhas	216-421-1101	
<input type="checkbox"/> Valet	NOW Valet	Steven Nowak	216-749-7755	
<input type="checkbox"/> Valet	Great Lakes Valet	Bryan Fluharty	216-780-4103	
<input type="checkbox"/> Security		David Schwark	216-577-4023	
<input type="checkbox"/> Entertainment				