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)

☐ Classroom  ☐ Theater w/ Center Aisle  ☐ Theater w/o Center Aisle

☐ Banquet (Square)  ☐ Conference  ☐ U-Shape Conference

☐ Banquet (Round)  ☐ Empty  ☐ Other

FURNITURE AND EQUIPMENT:

☐ Podium  ☐ Panel Table(s)  Qty  ☐ Dry Erase Easel(s)  Qty

☐ Stage  ☐ Panel Chair(s)  Qty  ☐ Display Easel(s)  Qty

☐ Table by podium  ☐ Food & Beverage Table(s)  Qty  ☐ Dry Erase Markers

WEINBERG Foyer SETUP (see attached floor plan)

☐ Registration Table(s)  Qty  ☐ Display Table(s)  Qty  ☐ Other:

☐ Chair(s)  Qty  ☐ Display Easel(s)  Qty

☐ Food & Beverage Table(s)  Qty  ☐ BRIA Logo Linen(s)  Qty

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
- Lavaliere Mic (Qty ___)
- Wireless Mic (Qty ___)
- Music
- BluRay/DVD Player

B) **Audio & Video**
- Podium Mic
- Lavaliere Mic (Qty ___)
- Wireless Mic (Qty ___)
- Projector
- Video Screen
- Wall TV Monitor
- Foyer TV Monitor (Display ONLY)

C) **Accessories**
- Laser Pointer
- Laptop
- Foyer Speakers (Sound or Music)
- Terrace Speakers (Sound or Music)
- Conference Phone Line
- IT Staff Support during event

Event Details:

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