Date(s) of Function: ________________________________

Event Name: ________________________________

---

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

- □ Classroom
- □ Banquet (Square)
- □ Banquet (Round)
- □ Theater w/ Center Aisle
- □ Conference
- □ Empty
- □ Theater w/o Center Aisle
- □ U-Shape Conference

**FURNITURE AND EQUIPMENT:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Qty</th>
<th>Qty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Podium</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Panel Table(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Panel Chair(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Table by podium</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food &amp; Beverage Table(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dry Erase Easel(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Display Easel(s)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dry Erase Markers</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**WEINBERG FOYER SETUP** (see attached floor plan)

- □ Registration Table(s)
- □ Chair(s)
- □ Food & Beverage Table(s)
- □ Display Table(s)
- □ Display Easel(s)
- □ BRIA Logo Linen(s)

- □ Other:

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)
- □ Laptop
- □ Foyer Speakers (Sound or Music)
- □ Terrace Speakers (Sound or Music)
- □ Conference Phone Line

C) Accessories
- □ Laser Pointer
- □ Laptop
- □ Foyer TV Monitor (Display ONLY)
- □ Foyer 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.)

<table>
<thead>
<tr>
<th>Category</th>
<th>Company Name</th>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Caterer</td>
<td>Del’s Catering</td>
<td>Del Stevens</td>
<td>216-780-0723</td>
<td><a href="mailto:Delscatering48@gmail.com">Delscatering48@gmail.com</a></td>
</tr>
<tr>
<td>Caterer</td>
<td>Food For Thought</td>
<td>Michelle Di Frangia</td>
<td>440-946-0383</td>
<td><a href="mailto:Mdifrangia@foodforthought-ohio.com">Mdifrangia@foodforthought-ohio.com</a></td>
</tr>
<tr>
<td>Event Rentals</td>
<td>EventSource</td>
<td></td>
<td>216-901-0000</td>
<td></td>
</tr>
<tr>
<td>Livery</td>
<td>Cleveland Auto Livery Limousine</td>
<td>Rob Yuhas</td>
<td>216-421-1101</td>
<td><a href="mailto:reserved@clevelandautolivery.com">reserved@clevelandautolivery.com</a></td>
</tr>
<tr>
<td>Valet</td>
<td>NOW Valet</td>
<td>Steven Nowak</td>
<td>216-749-7755</td>
<td></td>
</tr>
<tr>
<td>Valet</td>
<td>Great Lakes Valet</td>
<td>Bryan Fluharty</td>
<td>216-780-4103</td>
<td></td>
</tr>
</tbody>
</table>