



Banquet Room

NAME _____

EVENT DATE _____

Please choose from the following selections:

Room Needs

- Piano - \$50
- Podium
- Microphone(s) x ____
(2 no charge, \$35 ea. additional)
- Lapel Microphone x ____
(\$35 each)
- Wireless Microphone x ____
(\$35 each)
- Easel
- AV Cart
 - At Podium
 - In Back of Room
- Digital Projection
(Includes (1) screen; Requires appointment for Digital Preview)
See Seminar/Meeting Room Form
- Live Camera Projection - \$75
(4 room minimum)

Optional Platform

- Staff Discretion
- 4x8
(1 piece)

**\$25 set up fee
per section**

Table Set Up

- Head Table for ____ people
- V.I.P./Reserved x ____
Guests at each ____
- Gift Table x ____
- Registration/Name Card x ____
Chairs at each x ____
- Display Table x ____
- Cake Table
 - Round
 - Square
- Round Tables (\$100 per room)
- Long Tables
- Floor Plan Needed for Guest to complete Seating Chart

Child Needs

- Boosters x ____
- Highchairs x ____

**See reverse side for more set up preferences
& important information about your
banquet event.**