

Date(s) of Function: _____

Event Name: _____

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 | Email |
|---|------------------------------------|---------------------|--------------|--|
| <input type="checkbox"/> Caterer | Del's Catering | Del Stevens | 216-780-0723 | Delscatering48@gmail.com |
| <input type="checkbox"/> Caterer | Food For Thought | Michelle Di Frangia | 440-946-0383 | Mdifrangia@foodforthought-ohio.com |
| <input type="checkbox"/> Event Rentals | EventSource | | 216-901-0000 | |
| <input type="checkbox"/> Livery | Cleveland Auto Livery Limousine | Rob Yuhas | 216-421-1101 | reserved@clevelandautolivery.com |
| <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 | Willo Security, Inc. | Harry Gant | 216-854-0165 | |