

RWCCF Office must receive this setup form 2 weeks prior to the event to reserve and confirm venue location.

F H

Event: _____
Event Date: _____ **Event Time/Setup Time:** _____
Guest Name: _____ **Caterer:** _____

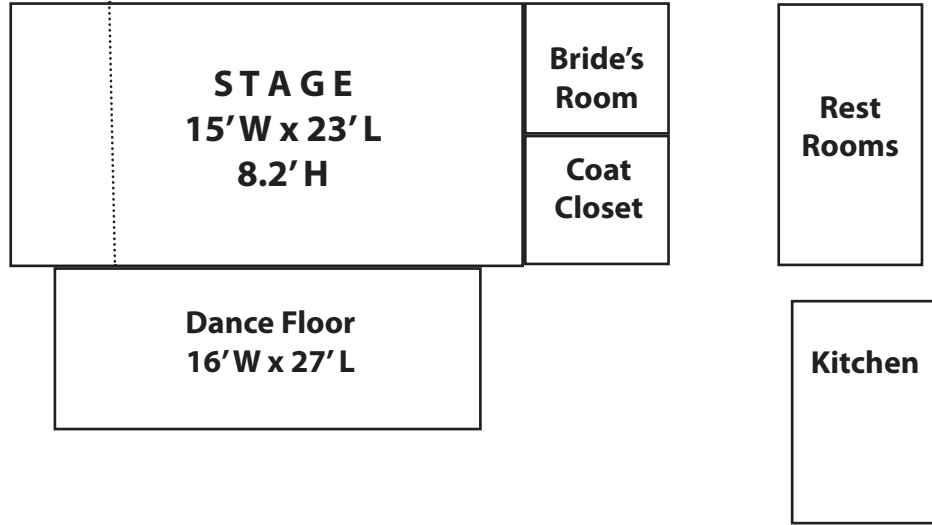
Audio Visual Needs & Decor Requests

Center screen & projector __ Wing Walls & projectors __
 Cordless Mic x 2 __ Headsets x 2 __
 Does laptop have HDMI port? __
 Wooden podium gooseneck __ Lectern __ Mic stand __
 Table markers __ Table numbers __
 High chairs x 3 __ Wooden stool __
 Piano __ Riser __
 Flags: USA __ Texas __ City of Richardson __
 Gold easel x 3 __
 Wooden easel __
 Iron easel __

Linen sizes

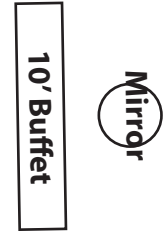
(client must supply)
 3 ft = round cocktail table 120"
 3 ft = sweetheart table 108"
 8 ft = 90" x 156"
 6 ft = 90" x 132"
 4 ft = rectangle 108"
 4 ft = round 108"

Emergency EXIT



windows

**Room 2,226 sq-ft
 42' W x 53' 5" L**



Double Glass Doors Double Glass Doors Double Glass Doors

Client to confirm setup, number of guests & linen rentals (table covers & napkins) with caterer