

EVENTS/ FACILITY RENTAL CHECKLIST

(FOR EVENT SET UP AND DAY OF EVENT)

1. EVENT/ RENTAL DETAILS

- ☐ Date of event _____
- ☐ Time of the event _____
- ☐ Number of attendees _____
- ☐ Space(s) rented _____
- ☐ Lessee's name _____
- ☐ Lessee's contact number _____

2. SET UP

- ☐ Tables? (Total requested) _____
- ☐ Seating? (Total requested) _____

Any additional requests?

Space layout:

(over)

3. AV/ MEDIA REQUESTS

☐ Audio Sound ☐ IMAG Screens ☐ Live Streaming ☐ Portable TV/ Monitor

Additional requests:

4. DIAGRAM OF SETUP

