

**BLOOMINGDALE  
PUBLIC LIBRARY**   
*for learning ... for life*

Group Name: \_\_\_\_\_

Group Set-Up Contact Name: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_

Meeting Date(s): \_\_\_\_\_

Meeting Time: \_\_\_\_\_ Meeting Room requested (A/B/C/D/Conf): \_\_\_\_\_

Additional Set-Up/Miscellaneous Requests: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SET-UP STYLE**

*Please select a layout (see examples on reverse side), and indicate number of attendees.*

<b><u>TABLES</u></b>	<b><u># OF ATTENDEES</u></b>
_____ Layout A: Classroom	_____
_____ Layout B: Theatre	_____
_____ Layout C: U-Shape	_____
_____ Layout D: Square	_____
_____ Layout E: Semi-Circle	_____
_____ Layout F: Banquet	_____
_____ Layout G: Home Owners Association	_____
_____ Layout H: Author Visit	_____

**AUDIO/VISUAL & OTHER EQUIPMENT**

Please indicate your requested equipment:

- |  |  |
|--|--|
| <p>_____ Portable LCD Multimedia Projector</p> <p>_____ DVD player</p> <p>_____ 36' color television with a VCR</p> <p>_____ 27" color television with a VCR</p> <p>_____ Canon Video Visualizer</p> <p>_____ 35mm Slide Projector</p> <p>_____ Computer for presentations</p> <p>_____ Overhead Projector</p> <p>_____ Opaque Projector</p> | <p>_____ CD/Cassette Player</p> <p>_____ Screen</p> <p>_____ Dry Erase Easel(s)</p> <p>_____ Flip Chart Easel(s)</p> <p>_____ Display Easel(s)</p> <p>_____ Podium(s)</p> <p>_____ Microphones available:</p> <p style="padding-left: 20px;">_____ wired _____ wireless _____ desk</p> <p style="padding-left: 20px;">_____ lapel _____ hand</p> |
|--|--|