

# Meeting Room Checklist

## Arlington Heights Memorial Library

500 N. Dunton Avenue • Arlington Heights, IL 60004 • 847.506.2611/Executive Office

Name of organization: \_\_\_\_\_

Date requested: \_\_\_\_\_ Not-for-Profit Tax Exempt #: \_\_\_\_\_

Setup Start Time: \_\_\_\_\_ Cleanup End Time: \_\_\_\_\_ Meeting Start Time: \_\_\_\_\_

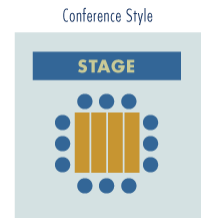
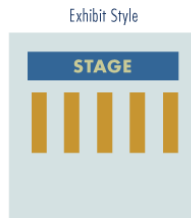
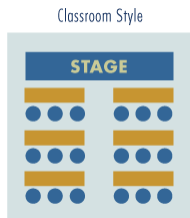
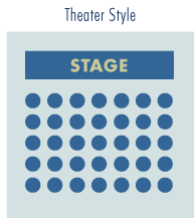
Room	Fee
Half of Hendrickson Room (max. 90 attendees) <b>will not be serving refreshments</b>	\$0
Half of Hendrickson Room (max. 90 attendees) <b>will be serving refreshments</b>	\$10
Full Hendrickson Room (max. 200 attendees) <b>will not be serving refreshments</b>	\$50
Half of Hendrickson Room (approx. 100 attendees) <b>will be serving refreshments</b>	\$75

### Room Setup

Number of Tables Needed \_\_\_\_\_ Number of Chairs Needed \_\_\_\_\_

### Setup Style

- \_\_\_\_\_ Theater-Style      Chairs only, facing the stage
- \_\_\_\_\_ Classroom-Style      Chairs arranged with tables as "desks" to write on
- \_\_\_\_\_ Exhibit-Style      Tables only, positioned around the room  
You must provide the schematic for table placement
- \_\_\_\_\_ Conference-Style      Tables arranged in conference room style with chairs around it.



### Room Equipment Needed

Audio	Video	Furnishings
_____ Collar microphone	_____ PC	_____ Stage Lectern
_____ Optional over-ear piece for collar microphone	_____ Laptop input	_____ Portable Lectern
_____ Handheld microphone	_____ 35mm (Carousel) Projector	_____ AV cart
_____ Tall microphone stand	_____ DVD player	_____ White Board
	_____ VCR	_____ Trash Barrel
	_____ Overhead Projector	_____ Piano - \$25 fee