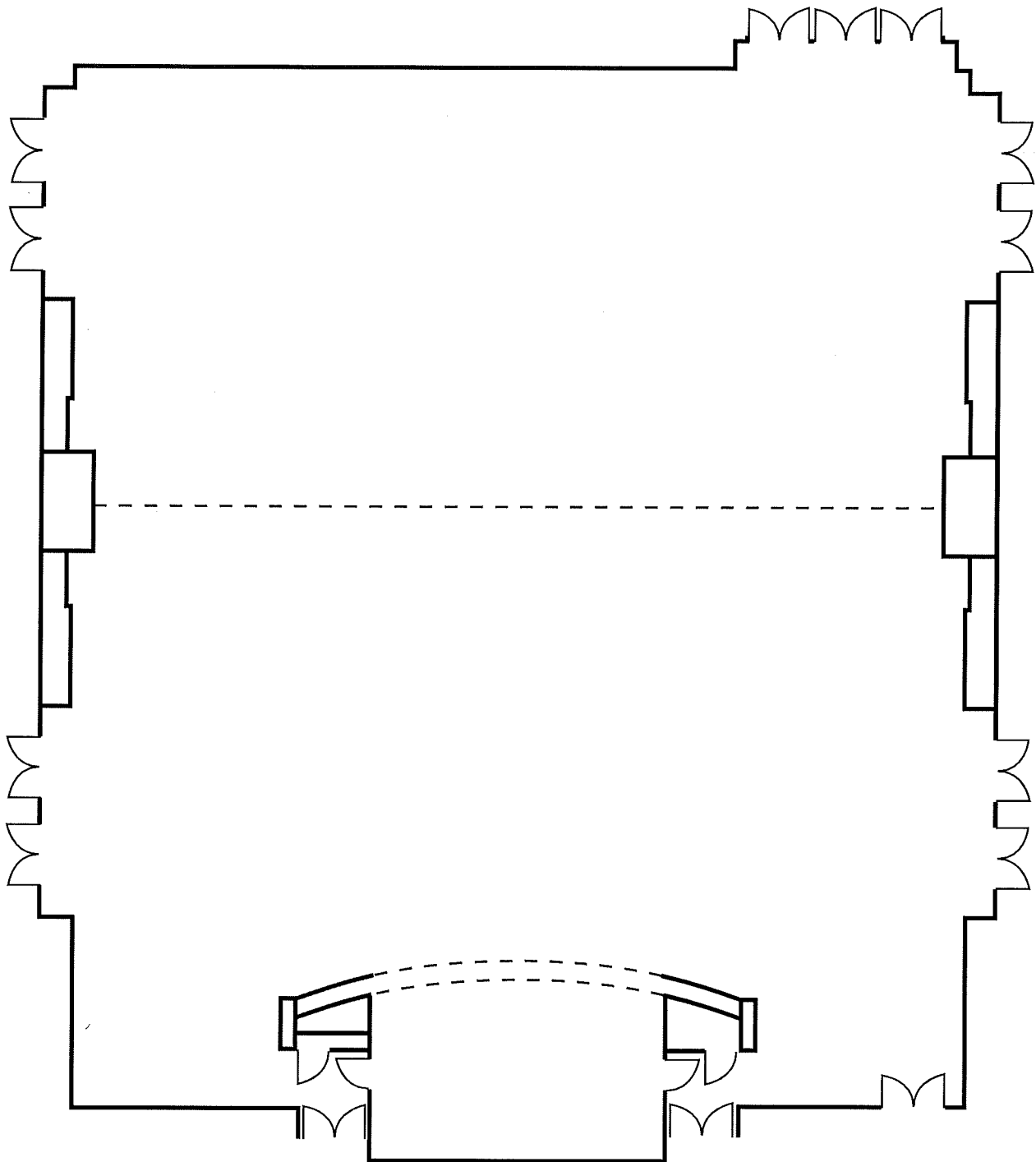


# BALLROOM

Organization Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Time: \_\_\_\_\_



## Ballroom Diagram Guidelines

Knowing as much about your event's format and floor plan is essential to making the setup and tear down between events as efficient as possible. To ensure that your event is set up to your specifications *before* your arrival, please consider the following items as you are filling out your Ballroom Diagram.

- **Check-in table** location. Inside / Outside Ballroom (maximizes space inside)
  - a. How many check-in tables do you need? What size?
  - b. Does your check-in table require swiping (electrical and Ethernet access provided)
  
- **Entrance** to the Ballroom. Do you prefer a specific entrance to the Ballroom? Block any entrances?
  
- **Food table(s)** location. How many, what size? (6-ft., 8-ft.)
  
- **Audio/Visual**
  - a. Will you need to use **LCD projectors/Screens** for PowerPoint or other presentations?
  - b. The stage, a podium and corded microphone is standard for any Ballroom event. Any additional microphones required? Corded, cordless, lavalier?
  - c. Multiple mics require a sound board for optimal sound quality. Media table is usually located at the front/side of Ballroom adjacent to Bus Loop. Do you prefer to situate your laptop on an A/V cart next to podium?
  - d. All **DJs or Bands** need to bring ALL of their own equipment (sound board, speakers, mics) and will not use House Sound or any LBJ equipment for performance events.
  
- **Guest Speakers**
  - a. You **MUST** communicate with your guest speakers to determine their A/V needs for your event. Please bring all presentations on flash drives that can be loaded onto the main laptop. If guest speakers need a lavalier mic or other special technical support, we need to know this **BEFORE** your event and not in the moment in order to provide you with the best service possible. Your speaker also needs to arrive at least 15 minutes before their time slot to be wired up for a lavalier mic.
  
- **Technical Support Staff** provided by LBJSC assists with the basic operations of the equipment provided for your presentations and/or event. We will also respond to any potential equipment failures as soon as possible (microphones, laptops, projectors, etc.) We are not trained to fix or repair errors in your Powerpoint slides or web links or other software-related issues. Our Technical Support is limited to the equipment we provide you and ensuring the proper operation of that equipment.

Please check the following items that apply to your event and list quantities when applicable.

Qty	Equipment Requested	Qty	Equipment Requested	Qty	Equipment Requested
	LCD Projector (s)		Stage will be used		Special Lighting needs?
	Laptop		Stage Extensions (runway)		Decorations to hang?
	Corded Microphone		Dance Floor (30' x 30' max)		Banners to hang in LBJSC?
	Cordless Microphone		Stanchions		Quad Sign request yes/no
	Lavalier Cordless Microphone		Piano		Head Table yes / no
	Presidential Podium		Handicap Accessible Ramp		
	Sound Board – 3+ mics		Rolling Ice Coolers		Notes:
	Wireless Presenter		US Flag / Tx Flag		
	Directional Arrows		Trash Cans (food service)		