

Gallery Usage Checklist

Event Date(s) and Time(s)

- Date _____
- Time _____

Event Checklist

- Expected attendance: _____
- Auditorium style seating or dinner tables: _____
- Open reception or gallery show: _____
- (if tables) Rectangle or Round (round are an added expense): _____
- Projector screen: _____
- Podium (AV needs mic,music,etc): _____
- Catered (Buffet style , Plated, Snacks and Drinks): _____
- Living Room: _____
- Signed and/or Greeting Table: _____

Event Setup

- Formal or Casual: _____
- Lecture or Panel: _____
- Public or Private: _____
- Signage or Not: _____