

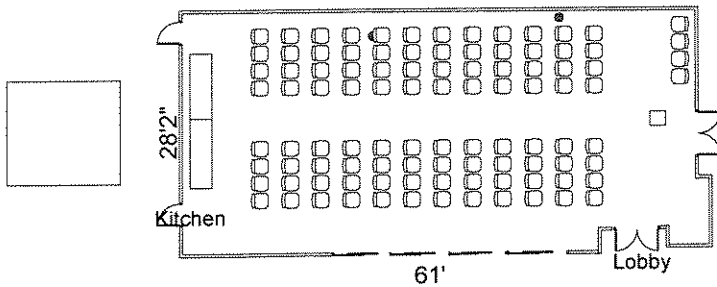
RCC – Lake Anne: JoAnn Rose Gallery

Activity Name: _____ **Date:** _____ **Start Time:** _____ **End Time:** _____

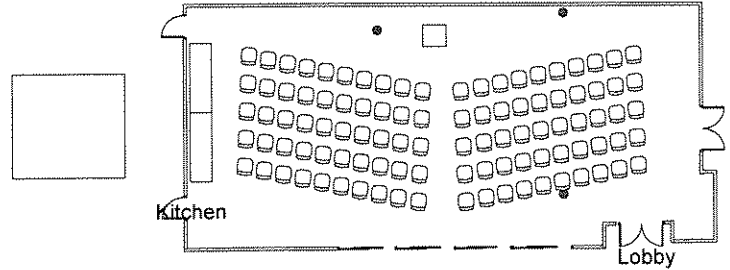
Room Setup Instructions:

- Select one of the room setup options illustrated below by placing a checkmark in the box to the left of the diagram
- Indicate exact number of tables and chairs required, plus any additional items desired on the list at the bottom of this page
- For special requests, please contact the Facility Booking Manager or the Facility Supervisor at 703-476-4500

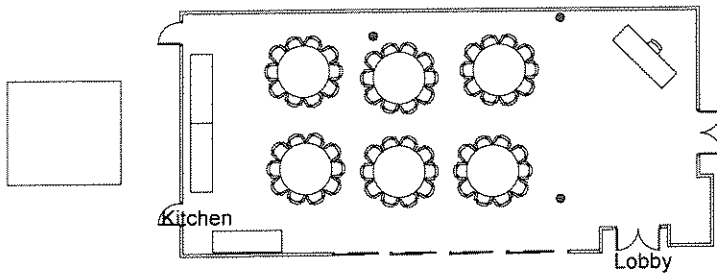
OPTION A
Theatre-Style Seating for up to 100
Podium
Refreshment Tables



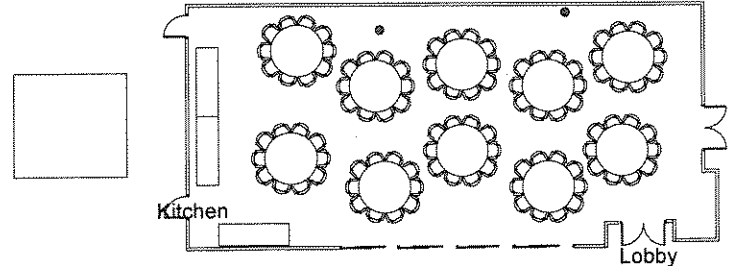
OPTION B
Theatre-Style Seating for up to 100
Podium
(NOTE: Projection Screen is not available with this setup option)
Refreshment Tables



OPTION C
Banquet Seating for up to 60
DJ Table and Dance Area
Buffet Tables



OPTION D
Banquet Seating for up to 100
(NOTE: No Dance Area is available with this setup option)
Buffet Tables



- | | |
|---------------------------------------|--------------------------------|
| ___ 6' round tables # ___ | ___ flipchart |
| ___ 2.5'x8' tables # ___ | ___ projection screen ** |
| ___ 3'x3' tables # ___ | ___ overhead projector |
| ___ chairs # ___ | ___ slide projector |
| ___ 30-cup coffee urn # ___ (limit 2) | ___ dry-erase board |
| ___ 55-cup coffee urn # ___ (limit 2) | ___ easel |
| ___ 2'x4' youth tables * # ___ | ___ TV/VCR ___ with DVD player |
| ___ youth chairs # ___ | ___ PA system |
| ___ podium | ___ grand piano *** |

* limited quantities; subject to availability
 ** projection screen is mounted above doors leading to the Plaza (on right side of diagram)
 *** available only with prior approval and payment of applicable fees

Please Submit Setup Information at Least Three Weeks Before Event