Set up for Media Consortium Meeting, February 6-8

**Rooms 5, 6, 7 (Chablis, Burgundy, Zinfandel)—main use: talks, panels**

Please create one large room.

Screen goes at the far end of room 7 (Chablis) facing the entire space

Also add raised platform to this end of the room (if possible)

Place podium and a table for speakers on the raised platform

Mike the podium and add 3 mikes on the table.

Two easel stands in room.

Wednesday Feb 6, day: Set as classroom

Wednesday Feb 6, 5pm-9pm: Set as Theater

Thursday Feb 7: Set as Theater

Friday Feb 8: Set as Theater

**Rooms 3, 4 (Chardonnay, Merlot)—main use: lunchroom, exhibits, hangout**

Please create one large room; same set all three days

We will serve lunch buffet-style in Merlot. Please set up 3-4 tables along the window side of Merlot for food service and set up a table for drinks on the wall Merlot shares with Zinfandel.

Please place 2 tables on the hallway side of Merlot. This will be an “exhibit space” where people can leave magazines, brochures, etc.

Please place 3 cocktail tables on the Chardonnay side of the room.

**Room 2 (Pinot) – main use: meeting room**

Wednesday, Feb 6: Will not use

Thursday Feb 7 and Friday Feb 8: Set as Theater

Place table for speakers at wall shared with room 3 (chardonnay)

Place 3 mikes on this table

One easel stand in room.

**Other:**

**Lobby**

Please place a small desk in the lobby near elevators (for registration, signage)

**Bulletin Board**—I’d like to put up a large message style board, preferably on the meeting room floor. Where can I do that?