



Auditorium Event Request Form

Auditorium Requester Information	
Company Name:	
Contact Person:	Cell#:
Business #:	Email:
Meeting Information	
1. Meeting Date(s):	
2. Meeting Start & Finish Times:	
3. Meeting Title:	
4. Meeting Description:	
5. Audio Visual A. # of Presenters/Speakers: B. Are all presentations on a single deck: C. Do slides include audio/video: D. Live Meeting: E. Audio Conference/Dial-In: <i>Please note videoconference and webcast is not available at this time.</i>	
6. Will you need the set-up in the Auditorium Foyer or the Lobby's Pedestrian Mall?	
7. Will it be catered? <i>(food and/or drinks are not permitted in auditorium; may be served in foyer)</i>	
8. Will alcohol be served?	
9. Additional Information:	

Please note that the Auditorium will remain available to others until the checklist is reviewed. A request must be made at least 21 days, but no more than 60 days, prior to the event. You will receive a calendar confirmation.

Auditorium Rental Cost: \$1,000.00 per day

Auditorium Usage Guidelines:

- ✓ Use of AV equipment must be controlled by AMD approved technicians and resources
- ✓ Table and chair set ups will be completed by AMD
- ✓ Includes cleaning and returning to its original state after use
- ✓ Video conference and Webcast capability is not currently available

Auditorium Specs:

✓ **Set-up & Capacities**

Theatre:	270 standard <i>*includes aisle; audience center</i>
Theatre:	305 maximum <i>*solid seating; no aisle</i>
Round Tables:	48- 80 seats <i>*10 per table full moon/ 6 per table half moon</i>
Classroom:	40-50 seats
U-shape:	30 seats

✓ **AV Capabilities**

Presentations (screen & projector)
Audio Conferencing
Eight (8) lapel microphones – 4 wireless microphones **total combination of 8 can be used at a time*

✓ **Amenities**

(7) Wooden A-Frame Easels
(15) 6 ft. tables
(8) 72" Round Tables
(1) Lectern/Podium
(4) Low rise soft seating chairs
Director Chairs
Green Room w/ flat screen monitor
Guest Wi-Fi on request
Dedicated AV Staff for duration of meeting/event

✓ **Audio Visual Technicians**

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