TAMPA CONVENTION CENTER

Room Specs Guide

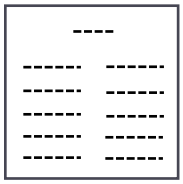
This form can be used if you do not have your own customized spec sheets.

Event Name		Start Date	
		End Date	

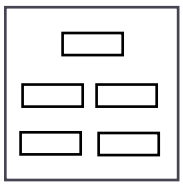
Meeting Rooms - 1 Form Per Room Per Room Set

Room Number:	Attendance Expected:
Start Date: End Date:	Activity (sessions, storage, staff office, etc.)

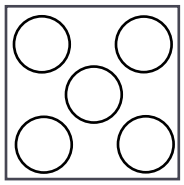
Room Set-Up – Select One



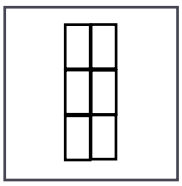
☐ Theatre



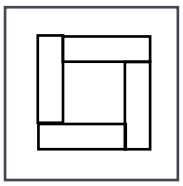
☐ Classroom



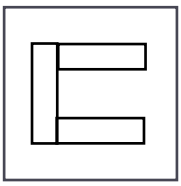
☐ Banquet †



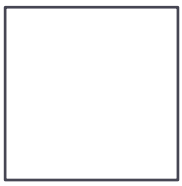
☐ Conference



☐ Hollow Square



☐ U-Shape



☐ Other

† *All Banquet room sets must include cross aisles every five rows and be set 10 feet from all walls.*

Meeting Room Requirements – Check all that apply

☐ Audio Visual*	☐ Linens for Classroom Set-Up*
☐ AV Technician Table	☐ Phone Lines (exclusive)*
☐ Check-In Table	☐ Podium
☐ Easel	☐ Room Turn***
☐ Electric (exclusive)*	☐ Secure Access Room (no TCC staff entry)**
☐ Catering (exclusive)* -- If yes: ☐ Plated ☐ Buffet	☐ Security*
☐ Head Table – # of chairs:	☐ Stage (6'x8' pieces)
☐ Internet (exclusive)*	Size: x , Height: ☐ 16" ☐ 24" ☐ 32" ☐ 40"

*Please note: Additional billable services indicated by asterisks are provided by partners.
Upgrades including linens and water service can be ordered through the catering department.
**Fees will be assessed for Secure Access Rooms.
***One complimentary room turnover is extended for a full meal function. Additional room turns are subject to reset fees.

Additional Room Set-Up Instructions