



Request for Facility

Organization	Touchdown Media 40 Bridge Street Metuchen, NJ 08840
Phone	(848) 248-4080/732 688 9401
Fax	(732) 321-6933
Email	daisy@touchdown-media.com
Contact	Daisy Walia– Event Co-ordinator

Event Info:

The 2015 South Asian Spelling Bee – June 28th, 2015  
9:30am – 5:00pm

Spaces Needed:

- 1) PAC with lobby area

This is where families will check in for the day and gather in the morning. Parents will remain here while kids take a 1-hour written spelling test. Spellers will return here after the written test. There will be a 1 hour break for lunch. Once back the speller and parents will move inside the PAC for the oral round

Setup Requirements: Outside the PAC- Lobby/Commons Area

- 4 additional rectangular tables w/ 8 extra chairs for sponsor tables
- In lobby area: 1 rectangular table & 2 extra chairs for check-in table.

Setup Requirements (please also see diagram on next page) inside the PAC

- ~~45~~<sup>35</sup> chairs on stage
- 2 standing mics on stage
- 1 rectangular table w/ 2 chairs & 2 tabletop mics facing the stage (JUST IN FRONT OF STAGE)

- 2) Large Classroom or Lecture Hall – 11:30 am to 12:30 pm

Space is needed for up to 50 students to take a written spelling test.

Setup Requirements:

- Testing space for around ~~50~~<sup>35</sup> students
- 1 rectangular table w/ 2 chairs in front of the room

~~1 microphone for pronunciation~~



45 chairs

MIC 3  
& STAND

MIC 4  
& STAND

JUST IN FRONT OF STAGE  
NOT ON STAGE

+ TABLE  
MIC 1 CHAIR MIC 2 CHAIR

PODIUM  
w/ MICS

~~60 CHAIRS~~

~~60 CHAIRS~~