

HOW-TO GUIDE

DRAWING A FLOORPLAN

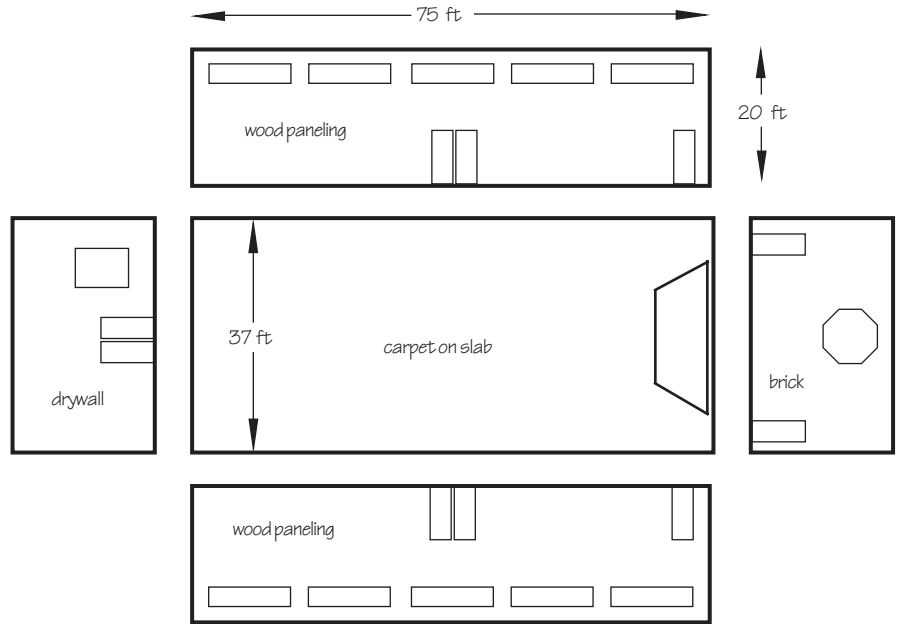


Floor/Walls and Materials:

Please draw out the floor and walls as close to scale as possible. Use a fold-out view as shown (each elevation can be on separate paper). Please place and indicate the following items:

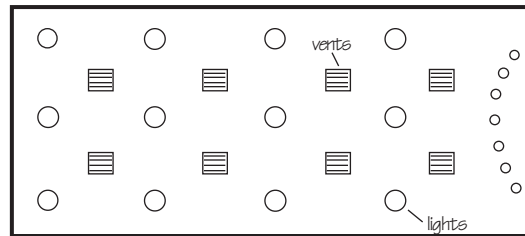
- Actual Dimensions
- Doors & Windows
- Closets
- Alcoves

Note: Always indicate on your drawing what the surface material is composed of. For example: Carpeting over concrete, drywall, brick, plaster, acoustic ceiling tiles, wood paneling, glass block, etc..



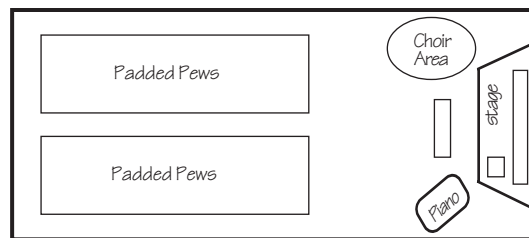
Ceiling:

Plan should reflect placement of lights, beams, sprinklers, vents, speakers, etc..



Furnishings:

Make a copy of the floorplan. Use this copy to indicate the general location of seating, equipment, counters, pianos, speakers, stage, podium, pulpit, etc..



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ASC - Defining the way you listen.