

# MEETING ROOM SET UP REQUEST FORM

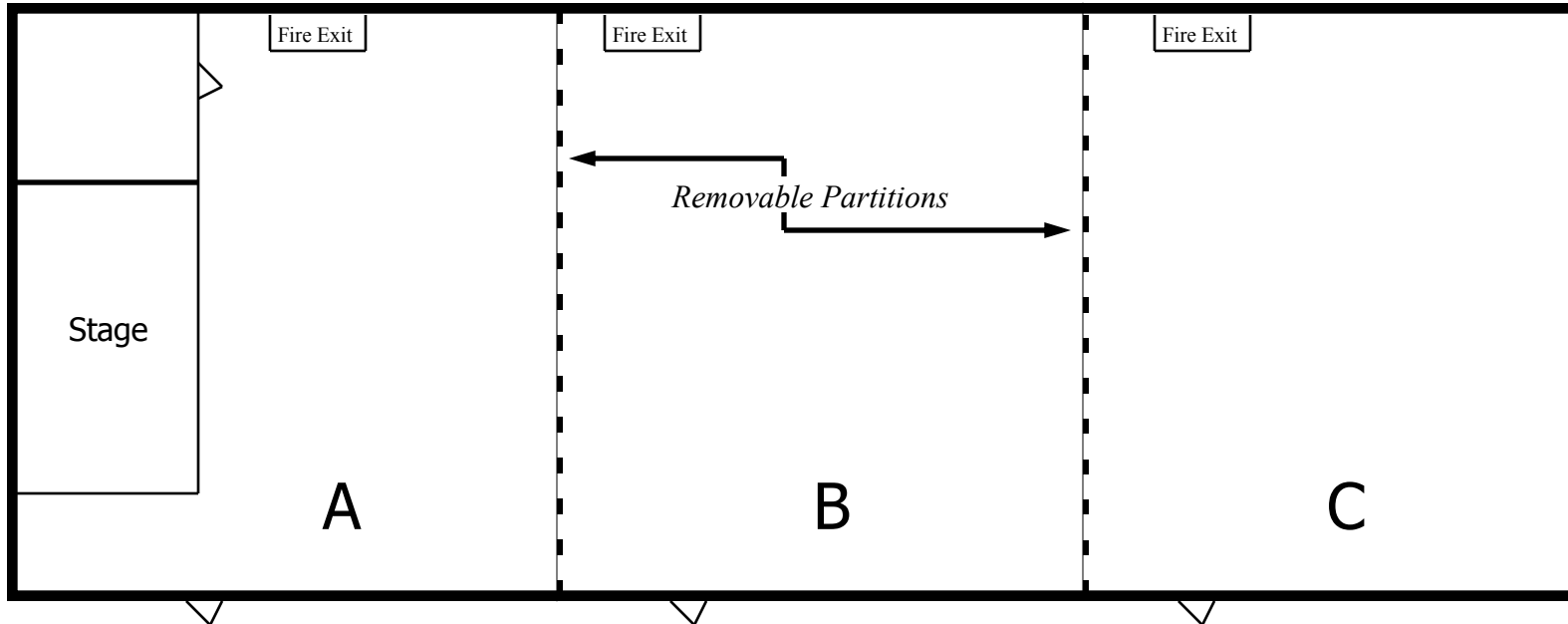
Room(s) \_\_\_\_\_

Time \_\_\_\_\_

Date(s) \_\_\_\_\_

GROUP \_\_\_\_\_

MEETING/WORKSHOP NAME \_\_\_\_\_



Please indicate how tables and chairs are to be placed by drawing a sample on the chart.  
**No tables or chairs by Fire Exit or doorways. Will not change set-up without advance notice.**

= TABLE

**X X X** = CHAIRS

Total number chairs  
 Needed:

**EQUIPMENT** (if available)

\_\_\_ Podium    \_\_\_ TV & VCR    \_\_\_ TV & DVD    \_\_\_ Microphone    \_\_\_ Screen

\_\_\_ Flag    OTHER \_\_\_\_\_

*(Please note: Laptop and stand alone projector are not available)*

Total number tables  
 Needed:

SUBMITTED BY \_\_\_\_\_

DAYTIME PHONE (    ) \_\_\_\_\_

DATE \_\_\_\_\_