

MEETING ROOM ARRANGEMENTS

NOTE: Please fill out all items of information shown. The completed form should be sent to the Head Custodian of the Administration Building. *The room setup arrangements should be provided no less than 48 hours prior to the event.*

LOCATION OF EVENT: _____ # PARTICIPANTS _____
 DATE OF EVENT: _____ TIME: BEGINNING _____ END: _____
 CONTACT PERSON: _____ TELEPHONE # _____
 DEPARTMENT OR CAMPUS: _____
 TITLE OF EVENT: _____ PRESENTER OR FACILITATOR: _____
 How should this event be listed on the Administration Building Master Meeting Board?

ROOM SET UP:

ROOM: (check one) Board Room 1 Board Room 2 Professional Development Center
 The Meeting Place Other

EQUIPMENT NEEDED:

- TV/VCR
- Projector for Computer
- Computer
- Overhead Projector
- Easels (# _____)
- Other _____

REFRESHMENT TABLE: Yes ___ No ___

Please note: coffee and supplies should be furnished by the group unless prior arrangements with the Custodial Staff have been made. Warming burners for coffee are available.

Is this a catered event? Yes ___ No ___

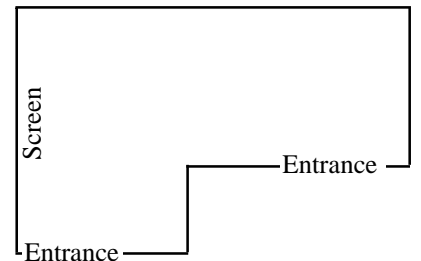
When coffee is served in Board Room 1, ceramic cups are used to minimize the possibility of spillage. The ceramic cups are provided as a service. Indicate approximate number of cups needed. _____

SPEAKER/PRESENTER AREA:

Please describe _____

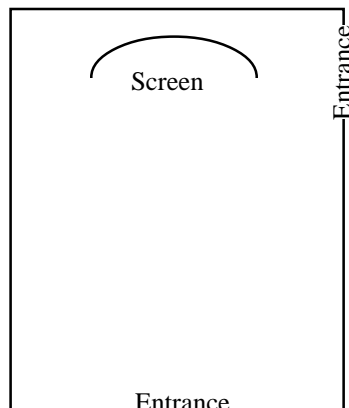
Professional Development Center

Round Tables # _____ Oblong Tables # _____
 Chairs # _____



Board Room 1

Round Tables # _____ Oblong Tables # _____
 Chairs # _____



Please diagram the placement of tables/chairs and equipment.

Board Room 2

Oblong Tables # _____ Chairs # _____

