

Event Setup

Today's Date _____ Room Number _____

Event _____

Date of Event _____ Time of Event _____

Date/Time Needed _____

Contact Person #1 _____

Contact Person #2 _____

Phone #1 _____ Phone #2 _____

Someone must be at this number in case we have questions.

If we cannot get in touch with you, your setup might not be the way you want.

Room Setup

A/V Equipment

VCR

VCR/DVD

Overhead

Projector

Screen

Other

Please draw diagram of desired room setup. Be as specific as possible.

Use additional paper or back of form if needed.

Hint: 8' tables will fit 8 chairs comfortably. Round tables will fit 6 comfortably, 8 tightly.