

Room Setup Request Form

Is this a reoccurring meeting/event?

☐ Yes ☐ No

If yes, how often?

Seating Count:

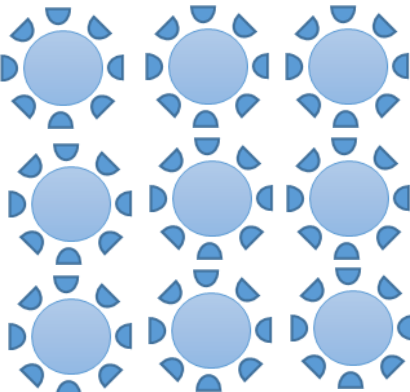
Number of Additional Furnishings Needed:

_____ Chairs
_____ Podium
_____ Microphone
_____ Rectangle Table
_____ Round Table

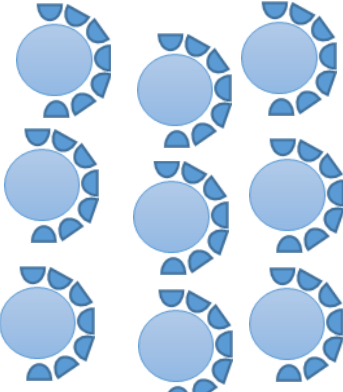
Special Instructions:

Setup Request:

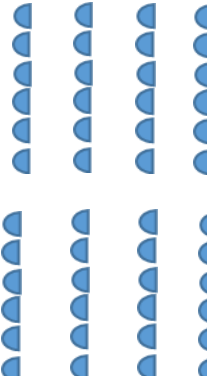
☐ **Banquet:**



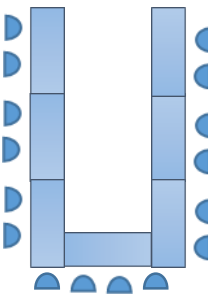
☐ **Crescent Moon:**



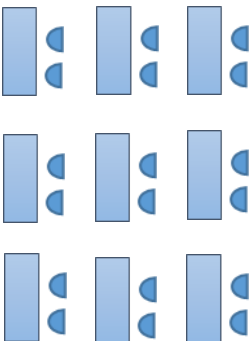
☐ **Theater:**



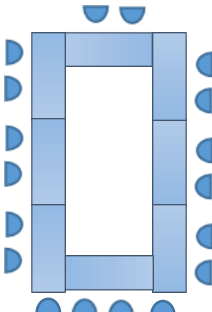
☐ **U-Shape:**



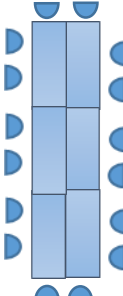
☐ **Classroom:**



☐ **Hollow Square:**



☐ **Conference:**



☐ **Custom/Other:**
☐ As is