

Meeting Date: _____ Meeting Time: _____

Circle the preferred set-up for "Chairs only" **OR** "Tables and Chairs". Use space at the bottom to provide additional information.

Chairs only set-up:

Option 1. Chairs in rows.

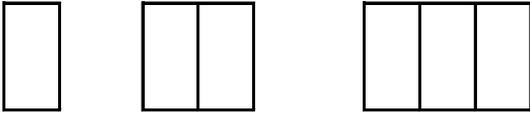
Option 2. Chairs in a circle.

Number of Chairs _____



Table(s) and chairs arrangement options:

Small Meeting Room Options: (Configurations also available for the Large meeting room.)



Please indicate number of tables _____

Please indicate number of chairs _____

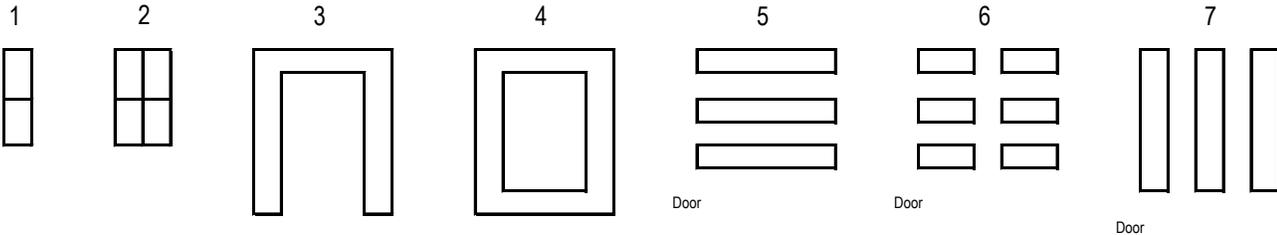
Please indicate where you would like the chairs placed.

Large Meeting Room Options:

Please indicate where you would like the chairs placed.

Please indicate number of tables _____

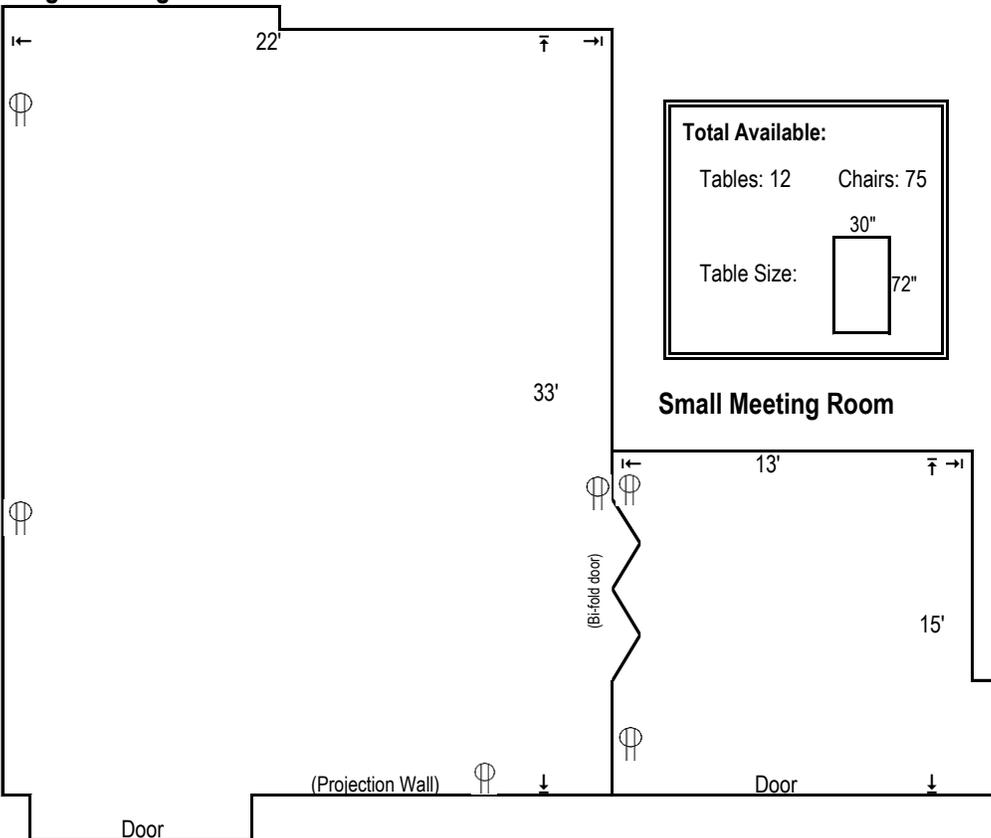
Please indicate number of chairs _____



Option 1 and 2 may be repeated to a maximum length of 4 tables.

In the space below please indicate any additional set-up instructions for the room requested, we will accommodate if able.

Large Meeting Room



Equipment List:

(Please indicate with a check your requirements.)

- Projector:
fits USB, HDMI, VGA
- Laptop computer
- Podium
- Speakers (large (concert), small (desktop size))
- Microphone(s)
- Microphone Stand(s)
- Slide Projector
- Overhead Projector
- 30 cup Coffee Urn
- 30 cup Hot Water Urn (for tea, etc.)

= Electrical Outlets