

Room Set Up Request Form

Please submit at least 2 days in advance

Date and Time of Event: _____ / _____ Today's Date: _____

Room(s) Requested: _____

of People: _____ # of Chairs _____ # of Tables _____

Name of Event? _____

Name of Requester _____ Phone # _____

Any description or diagram of room layout will be helpful: _____

DIAGRAM:

(Please use space below or see back for diagrams of GH, LR, and Room 5&6 in the Lower Level)

