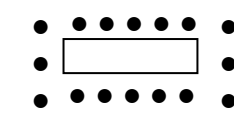
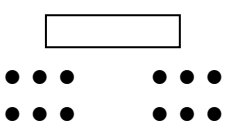
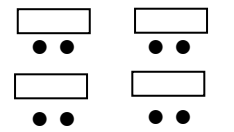
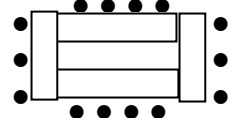


Meeting Space Set-up Form

Please complete the following form for each meeting space designated on the Planning Chart. Proper completion of these simple forms will facilitate proper set-up of your meeting spaces prior to your arrival. Thank you.

Name of Group: _____ Meeting Space Requested: _____

Day: _____ Date: _____ Time: _____

Seating Style	Seating Style Description	Sample Diagram	Check <u>one</u> style below	# of chairs requested	# of tables requested	Audio-Visual Equipment <i>(Please check all items requested for the meeting)</i>	
Informal	Casual discussion, group interaction					<p><u>Presentation Materials:</u></p> <input type="checkbox"/> Lectern <input type="checkbox"/> Flip Chart/markers	
Lecture	Formal setting, enhances attention of speaker/participants						<p><u>Sound System Equipment:</u> (*not available in every space)</p>
Classroom	Formal setting for note-taking and discussion						<input type="checkbox"/> Sound System <input type="checkbox"/> Portable Microphone <input type="checkbox"/> Portable CD Player
Board	Promotes communication among participants						<p><u>Projectors:</u></p> <input type="checkbox"/> Overhead Projector <input type="checkbox"/> Slide Projector <input type="checkbox"/> LCD Projector <input type="checkbox"/> Portable LCD Projector
Design your own set-up							

*Requests are granted as equipment allows.

Additional Notes: _____
