

FIRESIDE ROOM

SET-UP REQUEST

Today's Date _____ **Name of Event** _____
Submitted By _____ **Day of Event** _____
Contact Info _____ **Date of Event** _____
Sponsoring Group _____ **Hours of Event** _____
Set-Up Ready By _____
Number of People Expected (Chairs Needed) _____

Mark all that apply:

- Projector (with small table)
- Screen
- Laptop
- Podium
- Mic, Mic Stand & Speaker (Lrg)
- Speaker (Bluetooth)
- Rolling Walls (draw placement below)
- Fireside Kitchen Use *Please label and date all items stored in the refrigerator(s).*
- Simkins Hall Kitchen Use

Use the space below to show placement of tables, chairs, projector screen, etc. Note: Diagram is not to scale.

Indicate type of table: Long Table Seats up to 10 Card Table Seats 4 Round Table Seats 8

