

VARIOUS ROOMS

SET-UP REQUEST

Please use Fireside Room (green) & Simkins Hall (pink) Forms for the set-up of those rooms.

Today's Date _____ **Room** _____

Submitted By _____ **Name of Event** _____

Contact Info _____ **Day & 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
- Note: Food and drinks are NOT allowed in Room 203 and the Library.

Use the space below to show placement of tables, chairs, projector screen, etc. Include location of doors and/or windows.

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