



Set-Up Request

Date of Event: _____ Arrival Time: _____ Departure Time: _____

Room: _____ (*Morrison Hall, gym, Conference Room, etc.*)

Arrival Time: _____ Departure Time: _____

Contact Person Email: _____ Phone: _____

☐ Chairs - How many? _____ How set? (*rows, circle, around tables...*) _____

☐ Tables - How many? - Round _____ Rectangular _____

☐ Tablecloths - How many? - Black: *Round* _____ *Rectangle* _____ White: *Round* _____ *Rectangle* _____

☐ Coffee Set-Up (includes Coffee reg. & decaf., creamer, sweetener, stirrers, cups, etc.)

☐ Tea Set-Up (includes tea, ice, sweetener, stirrers, cups, etc.)

☐ Napkins (paper only)

☐ Flatware - How many: forks: _____ spoons: _____ knives: _____

☐ Plates - How many: glass: _____ dinner: _____

☐ Ovens - On at what time _____

☐ Microphone and speakers – How many microphones? _____

☐ Lectern ☐ Projection Screen ☐ Projector

Please indicate how you would like your meeting room set up.