

## CONFERENCE ROOM SET-UP

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Group Name: \_\_\_\_\_

Room Needed: \_\_\_\_\_

Number of People: \_\_\_\_\_ Times Needed: \_\_\_\_\_

Table Set-up: \_\_\_\_\_

Equipment Needed: \_\_\_\_\_ A/V Table \_\_\_\_\_ White Board \_\_\_\_\_ Speaker Phone

\_\_\_\_\_ Screen \_\_\_\_\_ Podium \_\_\_\_\_ Flipchart, Markers & Masking Tape

\_\_\_\_\_ Slide Projector \_\_\_\_\_ DVD/CD Player \_\_\_\_\_ Overhead Projector

\_\_\_\_\_ LCD Projector \_\_\_\_\_ TV/VCR \_\_\_\_\_ Music Box

\_\_\_\_\_ Coffee Urn \_\_\_\_\_ Water Urn \_\_\_\_\_ Table cloth

\_\_\_\_\_ Cooler of bottled water \_\_\_\_\_ Igloos \_\_\_\_\_ Cooler of Soda \_\_\_\_\_ Other

SPECIAL INSTRUCTIONS: Wipe down tables

### Screen ###

Outside Door

Please write "done" on this paperwork and initial when setup is complete. Thanks!