

## Room Reservation Details Form

Room requests must be submitted at least two weeks prior to the date requested. You will be notified of room availability within a week. Reservations are guaranteed only with e-mail confirmation from the Executive Director, Jennifer Knobe. The possibility of certain set-ups will depend upon the number of attendees and room availability. AV requests do not guarantee equipment availability. Requested available equipment will be listed on the confirmation notice. Thank you for your cooperation.

### All Sections Must Be Completed

Contact Person/Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### EVENT DETAILS

Recurring Event?  Yes  No If yes, list dates: \_\_\_\_\_

Event Type:  Meeting  Meal  Rehearsal  Speaker/Lecture  Class  Entertainment  Other

Event Description: *(This description should be 25 words or less)*

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Will there be alcohol served at this event:  Yes  No

#### ROOM REQUIREMENTS/CHAIR SET UP/SUPPLIES

Lecture Style: Chairs set up in rows with a center aisle, head table and podium.

#chairs/tables: \_\_\_\_\_

Conference Style: Rectangular tables set in a square or U-shape with chairs.

#chairs/tables: \_\_\_\_\_

Banquet Style: Round tables set with ten chairs each.

Reception Style: Chairs around the perimeter of the room.

Open Space: Empty room.

Other: Submit diagram no later than two weeks prior to the event.

Table Cloths:  Yes  No

Paper Plates: 9" \_\_\_\_\_ 7" \_\_\_\_\_ Coffee Cups: \_\_\_\_\_ Cold Cups: \_\_\_\_\_

Plastic Knives: \_\_\_\_\_ Forks: \_\_\_\_\_ Spoons: \_\_\_\_\_ Napkins: \_\_\_\_\_

#### Audio Visual:

- Podium
- Microphone(s)# \_\_\_\_\_
- LCD Screen
- PA Sound System
- Conference Room
- Laptop
- Other