

Meeting Room Setup Request

Group Name: _____ **Mtg. Date(s):** _____

Contact: _____ **Mtg. Time(s):** _____

Instructions

Please complete a **Meeting Room Setup Request** form for each meeting room or classroom used in a conference AND for each room set-up change within the conference agenda. Indicate the date and meeting times for each facility.

1. Indicate which setup you would like.
2. Specify how many chairs and/or tables your group will need.
3. Indicate other setup preferences, if applicable.
4. Describe additional setup needs in the space provided on the next page.
5. Fill out a Meeting Room Materials Request, if applicable.
6. Please mail the completed form(s) to the Bonclarken Office no later than two weeks prior to the conference.

Meeting Facility

- | | | |
|--|---|--|
| <input type="checkbox"/> Bigger Lodge Lobby
<input type="checkbox"/> Chapel
<input type="checkbox"/> Convocation Hall
<input type="checkbox"/> Draffin Hall Classroom # _____ | <input type="checkbox"/> Hotel Classroom #1
<input type="checkbox"/> Hotel Music Room
<input type="checkbox"/> Jean White Room
<input type="checkbox"/> Mary Alice Cottage | <input type="checkbox"/> Old Gym
<input type="checkbox"/> Rec Building
<input type="checkbox"/> Synodical Hall
<input type="checkbox"/> Youth Activity Building |
|--|---|--|

Setup Preference

- | | | |
|---|---|---|
| <input type="checkbox"/> Lecture Setup
<input type="checkbox"/> Theater Setup
<input type="checkbox"/> Circle Setup
<input type="checkbox"/> Classroom Setup | <input type="checkbox"/> Small Group Setup (Horizontal)
<input type="checkbox"/> Small Group Setup (Vertical)
<input type="checkbox"/> Hollow Rectangle Setup
<input type="checkbox"/> Boardroom Setup | <input type="checkbox"/> Chevron Setup
<input type="checkbox"/> U-Shape Setup
<input type="checkbox"/> U-Shape Classroom Setup
<input type="checkbox"/> Convocation Camp Setup (Convocation Hall Only) |
|---|---|---|

Number of Tables Needed _____ **Number of Chairs Needed** _____

Table Preference

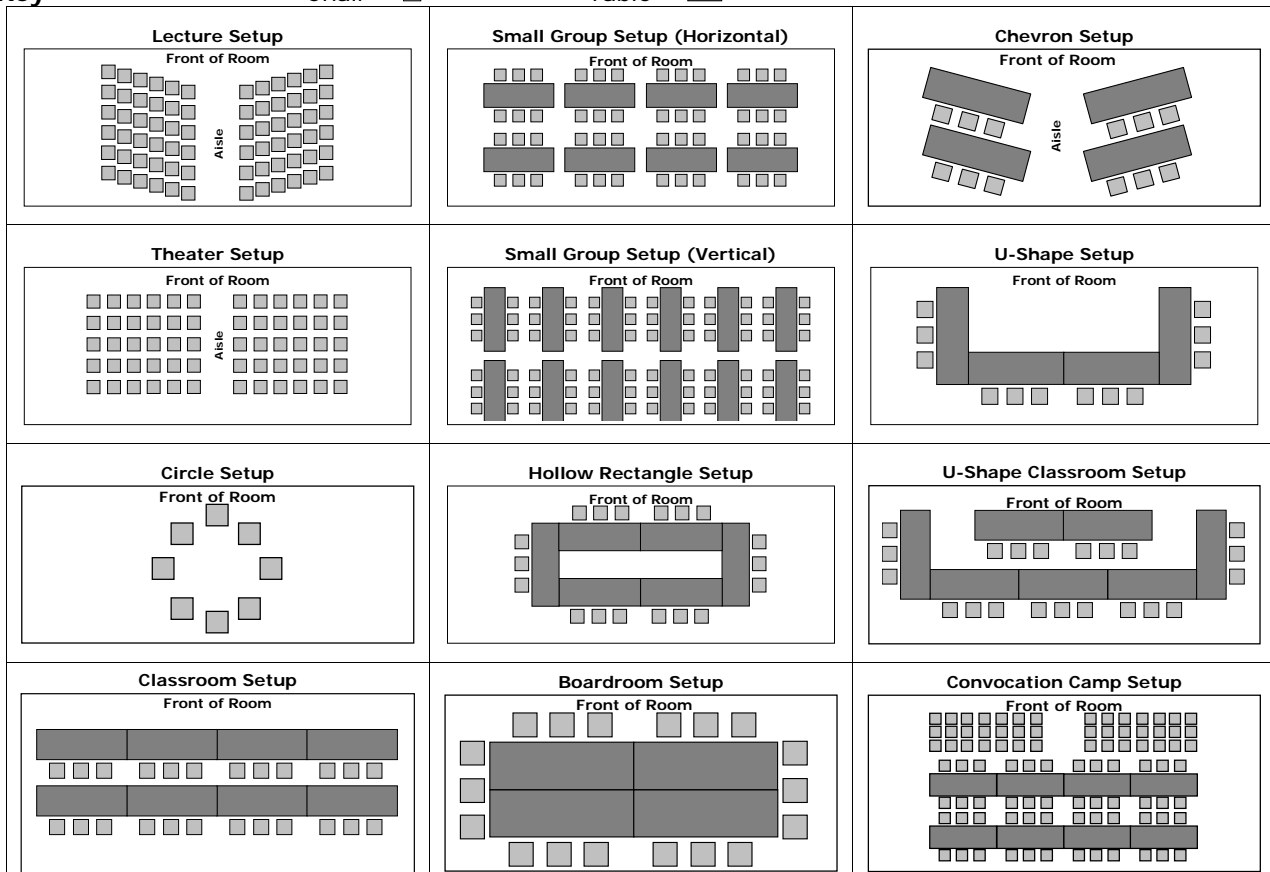
- End-to-end Separated

Please make duplicates of this form as needed.

Key

Chair = Chair

Table = Table



**Meeting Room Materials Request
Presentation Materials**

<u>Item</u>	<u>Quantity</u>	<u>Item</u>	<u>Quantity</u>
<input type="checkbox"/> Flipchart (\$26 Fee)	_____	<input type="checkbox"/> Podium	_____
<input type="checkbox"/> Dry erase board	_____	<input type="checkbox"/> Projection screen	_____
<input type="checkbox"/> Easel w/clips at top	_____	<input type="checkbox"/> Music stand	_____
<input type="checkbox"/> Felt board	_____		

Multimedia Equipment

<u>Item</u>	<u>Quantity</u>	<u>Item</u>	<u>Quantity</u>
<input type="checkbox"/> Microphone	_____	<input type="checkbox"/> Speakers	_____
<input type="checkbox"/> Cordless microphone	_____	<input type="checkbox"/> Television	_____
<input type="checkbox"/> Lapel microphone	_____	<input type="checkbox"/> DVD player	_____
<input type="checkbox"/> Keyboard	_____	<input type="checkbox"/> VCR	_____
<input type="checkbox"/> Portable sound system*	_____	<input type="checkbox"/> LCD projector** (\$100 Fee)	_____
<input type="checkbox"/> CD player	_____	<input type="checkbox"/> Overhead projector	_____
<input type="checkbox"/> Cassette player	_____		

Other Materials

<u>Item</u>	<u>Quantity</u>	<u>Item</u>	<u>Quantity</u>
<input type="checkbox"/> Ice chest	_____	<input type="checkbox"/> Six-foot table w/o chairs	_____
		<input type="checkbox"/> Additional trash bags	_____

* Jean White Room and Convocation Hall are each equipped with a permanent sound system.

** Please check availability with your reservation specialist.

Additional Requests:

Please make duplicates of this form as needed.