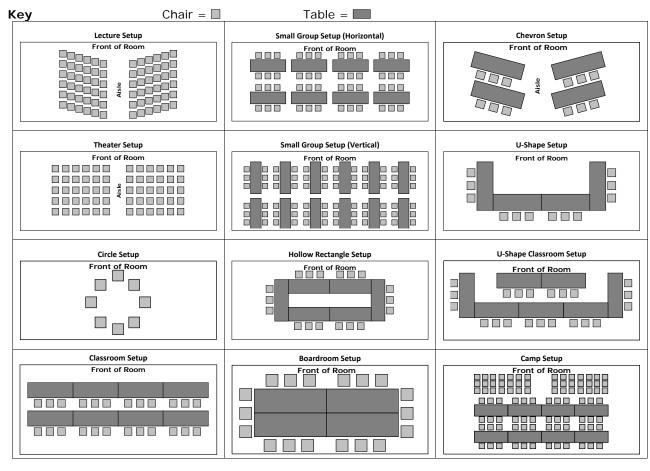
Meeting Room Setup Request Group Name: Contact: Meeting Date(s): Meeting Time(s): Instructions Please complete a Meeting Room Setup Request form for each meeting room or classroom used in a conference AND for each room set-up change within the conference agenda. Indicate the date and meeting times for each facility. 1. Indicate which setup you would like. Specify how many chairs and/or tables your group will need. Indicate other setup preferences, if applicable. 3. Describe additional setup needs in the space provided on the next page. Fill out a Meeting Room Materials Request, if applicable. Please mail the completed form(s) to the Bonclarken Office no later than two weeks prior to the conference. Meeting Facility ☐ Draffin Hall Classroom # _ Bigger Lodge Lobby Mary Alice Cottage Rec Building Chapel Hotel Classroom #1 Memorial Classroom # _ Synodical Hall Convocation Hall Hotel Music Room Mike & Lib Patrick Room Youth Activity Building ☐ Jean White Room Old Gym **Setup Preference** U-Shape Setup Lecture Setup Classroom Setup Hollow Rectangle Setup Theater Setup Small Group Setup (Horizontal) Boardroom Setup U-Shape Classroom Setup Circle Setup Small Group Setup (Vertical) Chevron Setup Camp Setup **Number of Tables Needed Number of Chairs Needed Table Preference** End-to-end Separated Please make duplicates of this form as needed. Chair = Table = Small Group Setup (Horizontal) **Chevron Setup** Lecture Setup Front of Room Front of Room **Theater Setup** Small Group Setup (Vertical) **U-Shape Setup** Front of Room Front of Room Front of Room



Meeting Room Materials Request Presentation Materials

<u>Item</u>	Quantity	<u>Item</u>	Quantity
☐ Flipchart (\$26 Fee)		☐ Podium	
☐ Dry erase board		☐ Projection screen	
☐ Easel w/clips at top		☐ Music stand	
	Multimedia Equipr		
<u>Item</u>	<u>Quantity</u>	<u>Item</u>	<u>Quantity</u>
☐ Microphone on a stand		☐ Speakers	
Cordless handheld microphone		☐ Television	
□ Lapel microphone□ Keyboard		DVD playerPortable LCD projector** (\$100 Fee)	
☐ Keyboard☐ Portable sound system*		Overhead projector	
CD player			
	Ot	her Materials	
<u>Item</u>	Quantity	<u>Item</u>	Quantity
☐ Cooler of ice		Additional trash bags	- <u></u>
Six-foot table w/o chairs			
		and Convocation Hall each have a permanent sou	
Please check availability with yo	ur reservation specia	alist. The Mike & Lib Patrick Room has a permane	nt LCD projector.
Additional Requests:			
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Please make duplicates of this form as needed.