

## 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.
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"/> Draffin Hall Classroom # ____ | <input type="checkbox"/> Mary Alice Cottage        | <input type="checkbox"/> Rec Building            |
| <input type="checkbox"/> Chapel             | <input type="checkbox"/> Hotel Classroom #1            | <input type="checkbox"/> Memorial Classroom # ____ | <input type="checkbox"/> Synodical Hall          |
| <input type="checkbox"/> Convocation Hall   | <input type="checkbox"/> Hotel Music Room              | <input type="checkbox"/> Mike & Lib Patrick Room   | <input type="checkbox"/> Youth Activity Building |
|   | <input type="checkbox"/> Jean White Room               | <input type="checkbox"/> Old Gym                   |  |

### Setup Preference

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

**Number of Tables Needed**    \_\_\_\_                      **Number of Chairs Needed**    \_\_\_\_

### Table Preference

- End-to-end     Separated

**Please make duplicates of this form as needed.**

### Key

Chair =      Table =

|   |  |   |
|---|--|---|
| <p><b>Lecture Setup</b><br/>Front of Room</p>   | <p><b>Small Group Setup (Horizontal)</b><br/>Front of Room</p> | <p><b>Chevron Setup</b><br/>Front of Room</p>           |
| <p><b>Theater Setup</b><br/>Front of Room</p>   | <p><b>Small Group Setup (Vertical)</b><br/>Front of Room</p>   | <p><b>U-Shape Setup</b><br/>Front of Room</p>           |
| <p><b>Circle Setup</b><br/>Front of Room</p>    | <p><b>Hollow Rectangle Setup</b><br/>Front of Room</p>         | <p><b>U-Shape Classroom Setup</b><br/>Front of Room</p> |
| <p><b>Classroom Setup</b><br/>Front of Room</p> | <p><b>Boardroom Setup</b><br/>Front of Room</p>                | <p><b>Camp Setup</b><br/>Front of Room</p>              |

## 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       | _____           |

### Multimedia Equipment

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

### Other Materials

| <u>Item</u>   | <u>Quantity</u> | <u>Item</u>                                    | <u>Quantity</u> |
|---|-----------------|--|-----------------|
| <input type="checkbox"/> Cooler of ice                    | _____           | <input type="checkbox"/> Additional trash bags | _____           |
| <input type="checkbox"/> Six-foot table <b>w/o</b> chairs | _____           |  |                 |

\* The Mike & Lib Patrick Room, the Jean White Room, and Convocation Hall each have a permanent sound system.

\*\* Please check availability with your reservation specialist. The Mike & Lib Patrick Room has a permanent LCD projector.

**Additional Requests:**

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**Diagram (optional):**

If you would like to draw a diagram of your layout, please use the space provided below.

**Please make duplicates of this form as needed.**