



## Main Meeting Room Setup

Classroom  
Theater  
Conference Table  
U-Shape

Rounds  
Pods  
Other

## AV Equipment Needed

None  Rental

LCD projector and screen  
Screen only  
Laptop(s)  
Microphones  
Extension cords/power strips

Other A/V:

**Additional Rooms:** Use this space to describe additional meeting space needs such as rooms for breakout sessions, including breakout room set up preference and # of people per room, etc.

## Meals/Breaks

Day 1	<input type="checkbox"/>	Breakfast	<input type="checkbox"/>	AM Break	<input type="checkbox"/>	Lunch	<input type="checkbox"/>	PM Break	<input type="checkbox"/>	Dinner
Day 2	<input type="checkbox"/>	Breakfast	<input type="checkbox"/>	AM Break	<input type="checkbox"/>	Lunch	<input type="checkbox"/>	PM Break	<input type="checkbox"/>	Dinner
Day 3	<input type="checkbox"/>	Breakfast	<input type="checkbox"/>	AM Break	<input type="checkbox"/>	Lunch	<input type="checkbox"/>	PM Break	<input type="checkbox"/>	Dinner
Day 4	<input type="checkbox"/>	Breakfast	<input type="checkbox"/>	AM Break	<input type="checkbox"/>	Lunch	<input type="checkbox"/>	PM Break	<input type="checkbox"/>	Dinner

**Meal requests/details:**

**Meeting Materials Needed**

- Name Tags
- Table Tents
- Easel, Chart Paper & Markers
- Post-its
- Pens
- Folders
- Certificates
- Other

**Notes**

**Agenda Attached**

Please include an agenda from a prior year (if this is a recurring event) and/or a draft agenda for this event.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

By signing this form I agree that I have received any departmental and financial approval required to proceed with planning.