

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.