

## ROOM SET UP REQUEST

**PROGRAM:**

**SG CONTACT:**


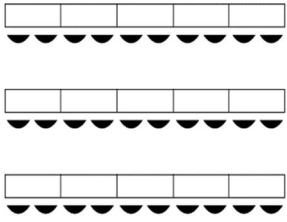
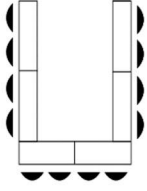
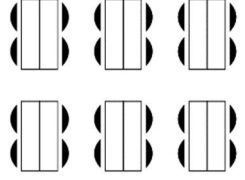
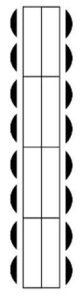
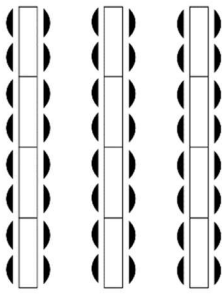
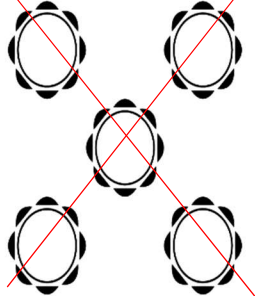
**PROGRAM DATE:**

**ROOM SET UP DATE REQUIRED BY:**

**ROOM STYLE (SELECT FROM BELOW OR ADVISE OF ALTERNATIVE IN OTHER DETAILS):**

**EVENT CONTACT NAME:**

**OTHER SET UP DETAILS (MATERIALS, AV EQUIPMENT, FOOD ETC.)**

<p><b>Theater</b></p> 	<p><b>Classroom</b></p> 	<p><b>U-Shape</b></p> 	<p><b>Banquet Squares</b></p> 
<p><b>Conference</b></p> 	<p><b>Banquet</b></p> 	<p><b>Banquet Rounds</b></p> 	<p><b>Hollow Square</b></p> 