

## ROOM RESERVATION & FACILITIES SET-UP

EVENT NAME:		DATE:	
ROOM REQUESTED:		TIME:	
CONTACT NAME:		PHONE:	

### MEETING / AUDIO VISUAL EQUIPMENT REQUESTED

# Guests		Lectern		DVD		Mic	
# Chairs		Registration Table		VCR		Mic Stand	
# Round Tables		Whiteboard / Markers / Eraser		TV		Projector	
# 8' Tables				Laptop		Screen	
				LCD Remote		Extension Cord	
				Adapter			

### KITCHEN SUPPLIES REQUESTED

### BEVERAGES REQUESTED

Disposable Plates		Temple Dishes		Table Cloths - Cloth		Water	
Disposable Cups		Coffee Cups / Saucers		Cloth Napkins		Coffee	
Plastic Knives		Water Glasses		Skirting		Hot Tea	
Plastic Forks		Wine Glasses		Table Cloths - Plastic		Iced Tea	
Plastic Spoons		Silverware		High Chairs		Lemonade	
Paper Napkins		Chaffing Dishes				Grape Juice	

### PLEASE DIAGRAM YOUR SET-UP FOR THE ROOM

Submitted: