

REQUEST FOR SET-UP

Person/Group requesting set-up _____

Date of meeting or event _____

Date to remove set up _____

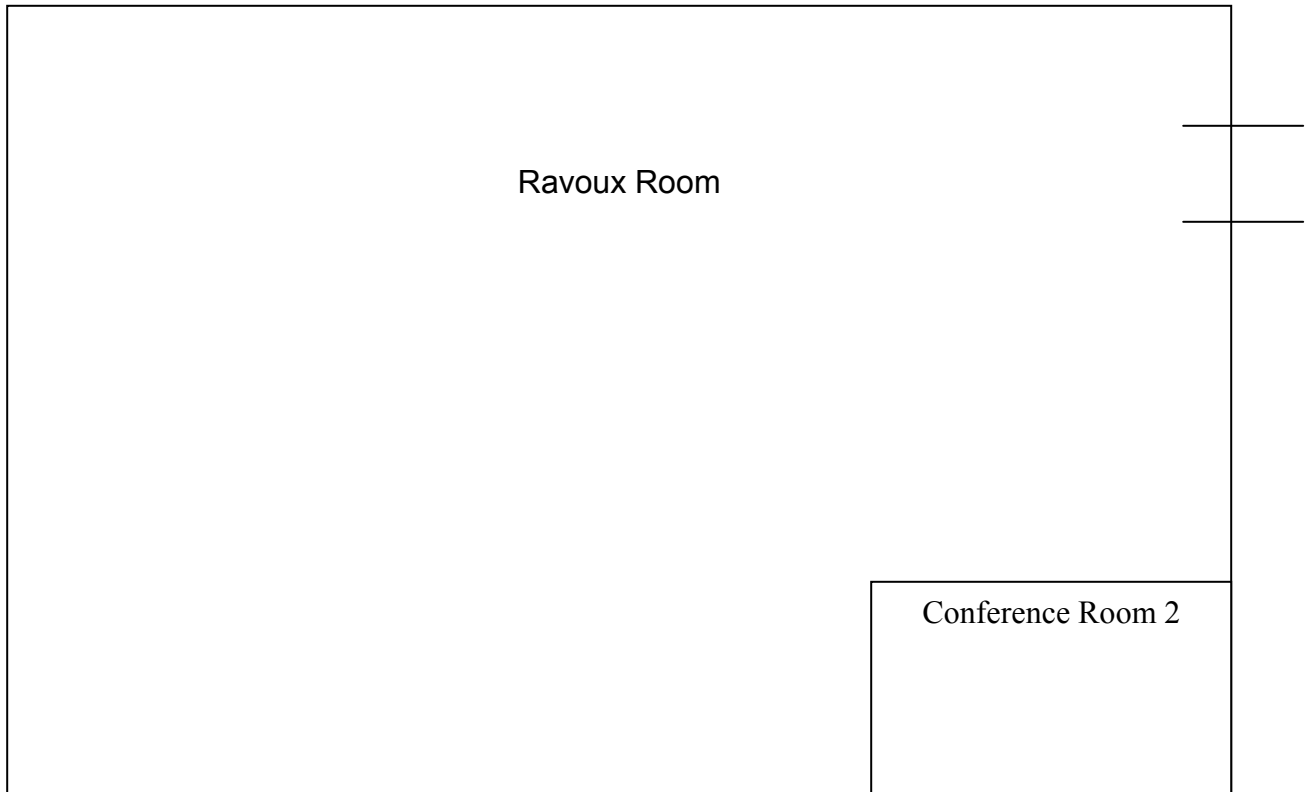
Number of tables needed _____ Number of chairs needed _____

Time of arrival _____ Time of departure _____

Equipment needed:

TV/VCR	Blackboard	Easel	Podium	Extension cord
Flip chart	Microphone	Overhead projector	Special tables	Other:

Please, mark on the diagram the layout or space needed



REQUEST FOR SET-UP

Please, mark on the diagram the layout or space needed

