

# Room Usage / Activity Set-Up Form

Date Room needed: \_\_\_\_\_

Activity: \_\_\_\_\_

Request for room (s) #: \_\_\_\_\_

Time Starting: \_\_\_\_\_

Time Finished: \_\_\_\_\_

## Set-Up Equipment Needed

Number of Chairs: \_\_\_\_\_

Number of Tables: \_\_\_\_\_

No Set-up: \_\_\_\_\_

Microphone: \_\_\_\_\_

Podium: \_\_\_\_\_

Bulletin Board: \_\_\_\_\_

Chalkboard: \_\_\_\_\_

Overhead Projector: \_\_\_\_\_

Pull Down Screen: \_\_\_\_\_

Other: \_\_\_\_\_

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Sketch of layout (use back of form if necessary):

Today's Date: \_\_\_\_\_

Requested by: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization: \_\_\_\_\_

cc: Ken Carlson

Approved: \_\_\_\_\_