

Date \_\_\_\_\_

Check if this form replaces an earlier version

## Room Set-up Form

Return your Division Head by June 1

Room

Area Name

Person Completing this Form

We realize you might not know what room you are in yet. Please fill in as much as you know. We need this information so that Facilities can complete the hotel/Hynes resume.

Note: Most of these things cost money in the Hynes, and bulletin boards cost money in the Sheraton. If your room is in the Hynes, you need to be sure you have money in your budget to cover the expense. Talk to your Division Head.

I will need  
(indicate quantities)

\_\_\_\_\_ Tables       Trash Set-ups  
\_\_\_\_\_ Chairs       Water Set-ups  
\_\_\_\_\_ Bulletin Boards

Other \_\_\_\_\_

Set up the room       Theater style  
                                  "Schoolroom" style  
                                  Other (see sketch on back of form)