

University of Houston Victoria

ROOM SETUP FORM

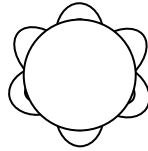
EVENT INFORMATION:

Event: _____ Date: _____

Contact Person: _____ Phone #: _____

Event Start and End Time: _____ What time will event sponsor arrive and depart? _____

SETUP INFORMATION: Multi-Purpose Room is configured for (23) 60” round tables and 161 chairs. Room capacity is 168.



Will additional tables be needed? _____

If Yes, indicate type and number: _____

Number of Tables: _____

Number of Seats: _____

Will additional tables be needed? _____

If Yes, indicate type and number: _____

Buffet Table _____

Refreshment Table _____ Head Table _____

Registration/Name Tag Table _____

Other _____

Will additional seating be needed? _____

If Yes, how many? _____

Will the kitchen be used? (additional charges may apply) _____

If event is to be catered, please provide contact name and number for caterer: _____

Will caterer require additional room for setup? Yes or No _____

Note: Hallways and emergency exits must not be blocked by event. Room 102 or 103, adjacent to the Multi-Purpose room may be reserved, if available, for caterer setup at no additional charge.

EQUIPMENT NEEDS:

Please indicate type of equipment, if any, that will be needed. Any additional equipment must be provided by the event sponsor.

TV _____ VCR _____ Podium _____ Podium w/ microphone _____ Roaming microphone _____

Overhead Projector _____ Screen _____ LCD Projector _____ Computer w/ PowerPoint _____

OTHER REQUESTS:

Please describe any additional needs or requests (these are subject to approval): _____

ADA (Americans with Disabilities Act) Needs: _____

COMMENTS:

For questions regarding your setup, please call the UHV Facilities Services Department at 361-570-4838.