ROOM SETUP FORM

EVENT FACILITY: ☐ University Commons Multi Purpose Room (UC-MPR)   ☐ University Galvan Hall Purpose Room (UN-MPR)

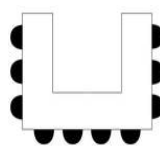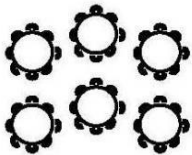☐ University Northwest Multi Purpose Room (UNW-MPR)

EVENT INFORMATION:

Event Name: [   ]   Date of Event: [   ]

Contact Person: [   ]   Phone #: [   ]

Event Start Time: [   ]   Event End Time: [   ]

Sponsor Arrival Time: [   ]   Sponsor Departure Time (approx.): [   ]

Number of People Attending: [   ]

SETUP INFORMATION:

Please indicate room setup choice below:

Banquet Style: ☐   Theater Style: ☐   U-Shape: ☐   Other: ☐   (drawing attached)

(limited to smaller groups)

Note: Round tables seat 6 or 7 per table comfortably.

Tablecloths are available for internal UHV events only. Please inquire, if needed.

ADDITIONAL REQUESTS:

RECTANGULAR TABLES (please indicate quantity, if needed):
- ☐ Buffet/Refreshment Table(s) 8' x 2 ½ '
- ☐ Small Head Table (s) 5' x 2' with 2 Chairs
- ☐ Large Head Table (s) 8' x 2 ½' with 4 chairs
- ☐ Small Registration Table (s) 5' x 2' with 2 chairs
- ☐ Large Registration Table (s) 8' x 2 ½' with 4 chairs
- ☐ Small Display Table (s)
- ☐ Large Display Table (s)

AUDIO/VISUAL (please check, if needed)
- ☐ Podium with Microphone
- ☐ Roaming Microphone
- ☐ LCD Projector with Screens
- ☐ Laptop with PowerPoint

OTHER (please check, if needed)
- ☐ Kitchen (UC or UN) or Room 108 (UC only) (please specify which one) [   ]
- ☐ Other Requests (please specify) [   ]

Will meal and/or refreshments be served?   Yes ☐   No ☐

If event is being catered, please provide caterer name and number: _____

Will alcohol be served?   Yes ☐   No ☐

If yes, please complete an [Alcohol Beverage Use Application](#)

DETAILED REQUESTS/ COMMENTS:

Please scan and email to [Facilities Events Mailbox](#) at least one week prior to the

event date. Last Revised 1/23/2025