



# UNIVERSITY OF HOUSTON - VICTORIA

## ROOM SETUP FORM

EVENT FACILITY:  University Center Multi Purpose Room (UC-MPR)  University North Multi Purpose Room (UN-MPR)

### EVENT INFORMATION:

Event Name:  Date of Event:

Contact Person:  Phone #:

Event Start Time:  Event End Time:

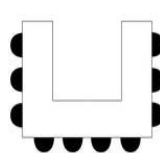
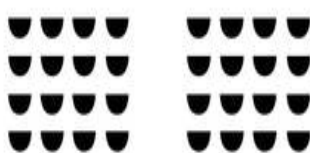
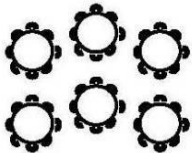
Sponsor Arrival Time:  Sponsor Departure Time (approx.):

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 1/2'
- Small Head Table (s) 5' x 2' with 2 Chairs
- Large Head Table (s) 8' x 2 1/2' with 4 chairs
- Small Registration Table (s) 5' x 2' with 2 chairs
- Large Registration Table (s) 8' x 2 1/2' 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 <http://www.uhv.edu/fin/forms/alcoholuseform.pdf>

**DETAILED REQUESTS/  
COMMENTS:**

Please scan and email to [jungs@uhv.edu](mailto:jungs@uhv.edu) at least one week prior to the event date.

Last Revised 5/25/16