



Meeting Room Set-Up Form

Title of Meeting _____

Room(s) Reserved _____

Meeting Date(s) _____

Contact Person(s): _____

* If various dates, please list below.

Time(s) Reserved : _____

Phone(s): _____

Actual Start & Finish Times: _____

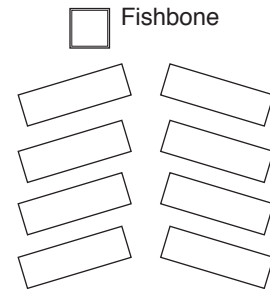
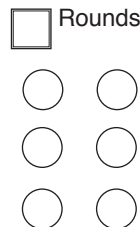
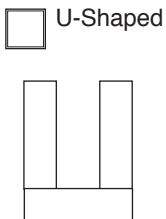
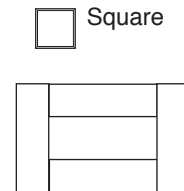
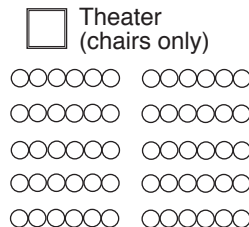
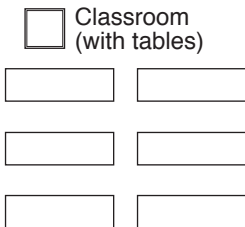
Name of Caterer: _____

Number of People Attending: _____

Time of Delivery/ Time of Pick up: _____

List Date(s):* _____

Room Set-Up: (All rooms set up facing North unless otherwise specified)



Add'l. Notes:

Buffet Tables in Hallway or Room, Snack Tables, Coffee pot, Registration Table

Notes: Because the number of participants varies from the time of reservation to the time of the event, we often must shift room assignments.
 We urge you **not** to publicize the room name, but rather to print on your publicity
"Please check Event Monitors for Room."

**Please return Meeting Room Request Form to Connie Dvorak,
 GWAEA Technology Support.**