

**Set up requirements for meetings and gatherings**

**Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_**

**Event Co-Ordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_ Time for completed set-up: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Room required: \_\_\_\_\_\_\_\_\_\_\_\_ Number of people: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Equipment Required:**



**Projector/Cart: Screen: Lectern: Qty. Tables: \_\_\_\_\_\_**





**Qty. Chairs: \_\_\_\_\_ Mic/Audio: Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



**Notes/Diagram:**