



# Room Setup

LIFESTYLE DEPARTMENT

After reserving a room through the Lifestyle office, please fill out the information below and return this page to the Lifestyle office that corresponds with the reserved room's location (either Clubhouse I or II). Lifestyle staff will set up the room according to instructions on this form. Residents and guests should not move tables and chairs. For assistance, please ask at the Lifestyle office.

Name of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Day/Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

\*Room: \_\_\_\_\_ Approximate Head Count: \_\_\_\_\_

Number of Tables: \_\_\_\_\_ Number of Chairs: \_\_\_\_\_

*\*Assigned room is subject to change.*

**Items needed. Please check all that apply.**

### AUDIO/VISUAL

- Projector
- Laptop
- Podium  Mic
- Speakers
- Screen (portable)
- TV with DVD player
- Hand Mic(s) # \_\_\_\_\_

### Cables (please specify):

- HDMI
- VGA
- RCA Composite
- USB-A to USB-B

### PRESENTATION

- Easel
- Oversize Notepad
- Dry Erase Board, Markers, Eraser
- PowerPoint Remote/Laser Pointer

### MISCELLANEOUS

- Extension cord
- Power Strip

Comments/other:

\_\_\_\_\_ (initial) **Changes to the requested set up cannot be guaranteed within 48 hours of the event.**

Resident signature: \_\_\_\_\_ Date: \_\_\_\_\_

Lifestyle signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR STAFF ONLY**

**Setup completed at:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Staff Signature: \_\_\_\_\_

# Clubhouse I: Crystal Ballroom

**Capacity:**

chairs only: 210 • chairs with tables: 210

□ = one square foot

