



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: _____

FOR STAFF ONLY

Setup completed at:

Date: _____ Time: _____ Staff Signature: _____

Clubhouse I: Potomac Room

Capacity:

chairs only: 50 • chairs with tables: 40

□ = one square foot

