

SET UP DIAGRAM - BREED LEADERSHIP CENTER ROOM 201/202

Please draw a picture of your desired layout, and specify equipment or set up needs in the red typed areas below.

Please note, Facilities Management can provide only the equipment listed below.

Additional a/v equipment must be requested from the Media Center at x3712.

Podium Overhead projector TV/VCR Wall Screen
 Microphones: Please indicate type and number needed: cordless mic corded mic lavalier mic

Seating Needed for _____ (number of participants)

Seating style: Auditorium classroom conference u-shaped circular other: _____

Dimensions:
39" x 54"

Maximum capacity for 201/202:

auditorium style set up = **149**

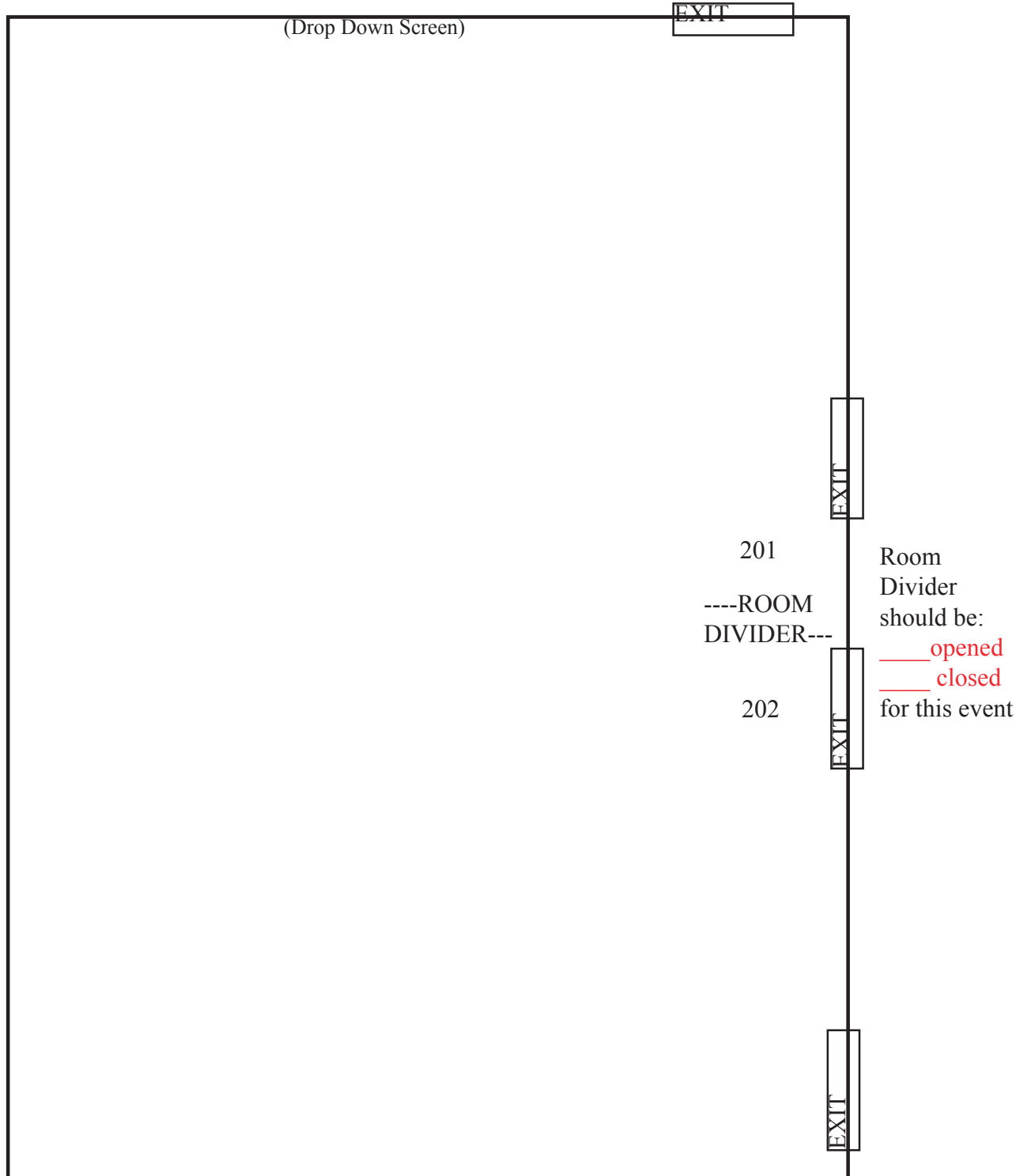
classroom style set up = 60

Maximum capacity with room divided:

auditorium style set up = 50

classroom style set up = 30

Please return this form to Facilities Management at least 2 weeks prior to your event. Call x3770 with any questions.



Room Reservation must be confirmed with the Office of Campus Scheduling prior to submitting a set up request to Facilities Management. Call x3783 with any questions regarding the reservation process.

Please note: Boardroom chairs may not be moved in to 201/202

SET UP DIAGRAM - BREED LEADERSHIP CENTER ROOM FOYER

Please draw a picture of your desired layout, and specify any tables and/or chairs you will need for your event.

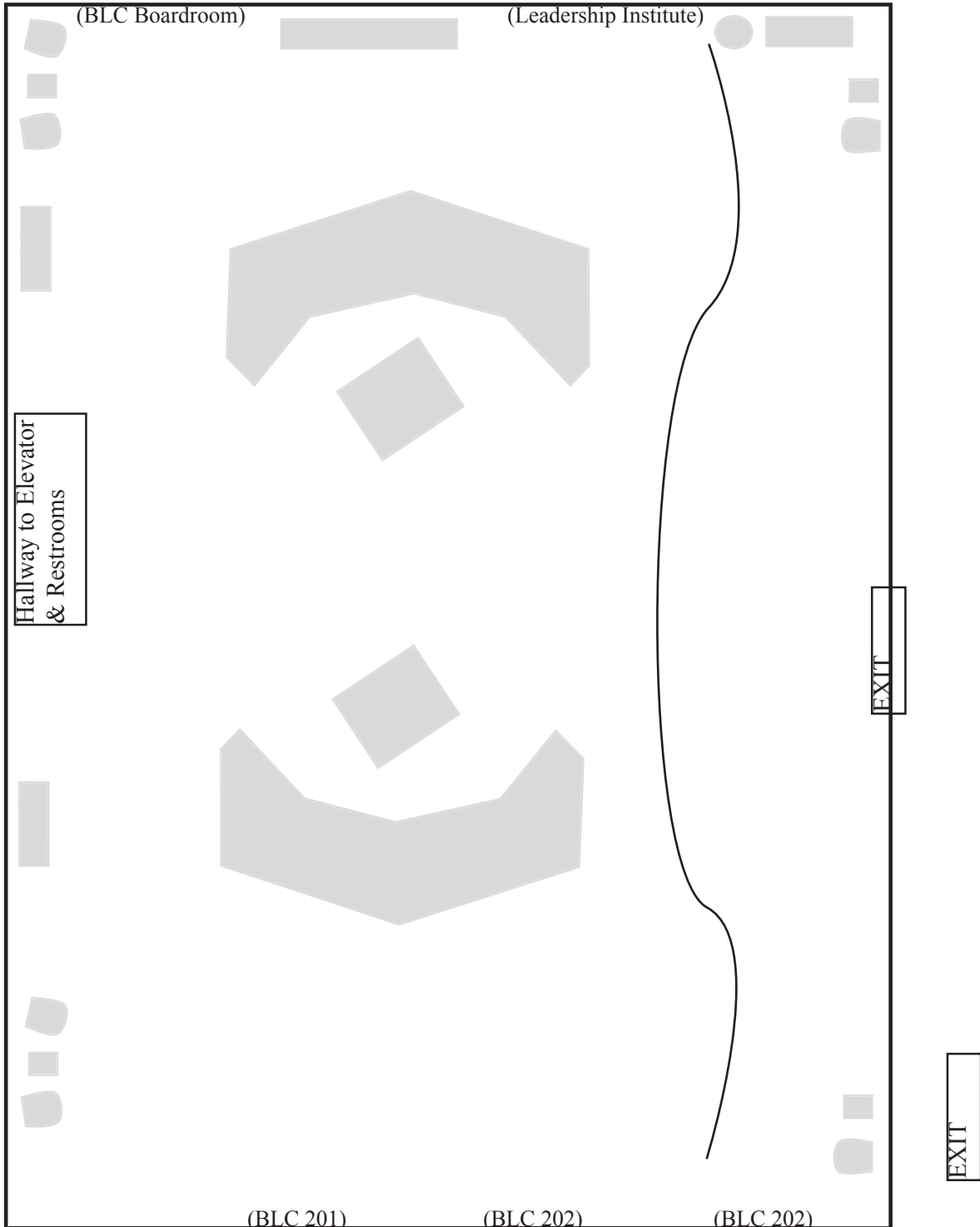
Please indicate the number of tables you will need for the following:
 ___Registration ___Refreshments ___Display ___Other: _____

Please indicate any tables at which you will need chairs and notate the number of chairs needed:

Maximum capacity for Standing Reception = 125

Please note: food may only be served on marble areas and furniture may not be rearranged.

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