Event Title: ________________________________________________________________________

Date of Event: ____________________ Time of Event: (start) ______ (end) ______

Contact Name: ____________________ Phone: __________________ Email: ______________

Expected Attendance*: ______________ Is Chartwells providing food*?: ____________

*We will set the room to accommodate attendance numbers

*Attach a copy of the catering form

SET-UP OPTIONS

The Student Center Staff will complete the set-up. Please select your requested set-up style.

- Lecture Style
- Banquet
- Conference
- Presentation
- Boardroom
- Classroom
- Exhibit
- Banquet (rectangle tables)

Select your set-up:
- Lecture Style 
- Banquet (round tables)
- Conference
- Presentation
- Boardroom
- Classroom
- Exhibit
- Banquet (rectangle tables)

TOTAL RECTANGLE TABLES: _______ TOTAL ROUND TABLES: _______ TOTAL CHAIRS: _______

Please draw your selected setup in relation to the room diagram:

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Important Information

Please share this information with those responsible for the success of this event.

- This room is equipped with a lectern that contains a microphone, microphone volume controls, DVD player, VCR, computer hook-up, and access to a screen and projector. You must provide your own lap top for an A/V presentation. The Slemp Student Center Staff is not responsible for providing assistance with A/V equipment.

- Check your A/V presentation prior to your event: not all laptops and software are compatible with the lecterns.

- A small stage is provided in the Rhododendron Room. The stage CANNOT be moved. The screen and projector have been mounted on the ceiling.

- Automatic blinds are installed in the room. Please locate the box in the center of the room to adjust the blinds as needed for your event.

- We do not provide table cloths. If you need table cloths, please contact Chartwells @ 328-5514.

- Chartwells Dining Services has been contracted by the College to provide catering to all groups that utilize facilities on campus. All groups must use this service for catering needs.

- If you plan to use Chartwells and have food at your event, please include additional tables for food/catering as part of your set-up.

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***************SET-UP STAFF USE ONLY*********************

Required Setup Date: ____________________

Required Setup Time: ____________________

Updated Room Sign: ____________________

Set up completed by: ____________________

***************OFFICE USE ONLY*********************

Form Received: ☐

Confirmed Receipt of Form: ☐

Confirmed on Calendar: ☐

Contacted Chartwells: ☐

Special Notes: ____________________